

## 4. Job Description – Teaching Assistant

<b>Post Title:</b>	Teaching Assistant
<b>Salary Range:</b>	Scale 2 [£16,991 FTE. Actual salary £1,139]
<b>Hours:</b>	25 hours per week over 38 working weeks – Fixed Term until August 2020
<b>Base:</b>	Mullion Primary School
<b>Responsible to:</b>	Head teacher and Class Teacher
<b>Direct Supervisory Responsibility for:</b>	None
<b>Important Functional Relationships: Internal/External</b>	<p><u>Internal:</u> Head Teacher, Teachers, Support Staff, Students.</p> <p><u>External:</u> Governors, LA representatives and advisers, External agencies, parents</p>

<b>Main Purpose of the Post:</b>
<ul style="list-style-type: none"> <li>To take a proactive role in the support of the learning, social and physical needs of assigned students.</li> <li>To support the curriculum and student progress through the provision of a high level of assistance ensuring the welfare and development of the students.</li> </ul>

<b>Main Duties and Responsibilities:</b>
<ul style="list-style-type: none"> <li>To assist your assigned student/s in the development of knowledge, skills and attitudes as defined by the curriculum.</li> <li>To establish supportive relationships with your assigned student/s and encourage acceptance and inclusion of all students.</li> <li>To encourage social integration and individual development needs of your assigned student/s.</li> <li>To promote and reinforce your student's self-esteem by supporting the development of learning.</li> <li>To accompany assigned student/s on educational visits and outings as supervised by the teacher.</li> <li>To assess, monitor and record your student/s progress in relation to their learning passport, to feedback to the SENCo with regards progress and the success of the learning passport.</li> <li>To identify barriers to success and make recommendations for alterations to improve support and provision.</li> <li>To monitor and record information that may impact on daily learning such as health, behaviour and general wellbeing and to keep teaching staff informed of information as required.</li> <li>To keep up to date with information and strategies pertinent to the successful learning outcomes of your assigned student/s.</li> </ul>

- To develop methods of promoting / reinforcing the student's self-esteem and to promote independence through the development of self-help skills.
- To meet with teachers, SENCo, appropriate HOP's and subject leaders regarding the delivery of the curriculum, progress and concerns regarding individual charges.
- To be aware of confidential issues linked to home/teacher/school work and to ensure confidentiality of such sensitive information.
- To supervise an individual within a class under the overall control of the teacher.
- To administer appropriate first aid (as trained) and assist with the general health care of assigned student/s with physical or medical needs.
- To meet the mobility needs of student/s assisting in the use of a wheelchair, ensuring compliance with safe lifting procedures and associated training where required.
- To carry out administrative tasks associated with all the tasks listed above.
- To remain aware of and work within all relevant School/College working practices, policies and procedures.
- To attend staff meetings, School based inset and training courses as required.
- To attend and inform annual review meetings and multi-agency meetings as required.
- The post holder is responsible for his/her own self-development on a continuous basis.

#### General/Other

- To be aware of and adhere to applicable rules, regulations, legislation and procedures e.g. County Council (Equal Opportunities Policy/Code of Conduct) and national legislation (Health and Safety, Data Protection).
- To be aware of and work in accordance with the School's/College's child protection policies and procedures in order to safeguard and promote the welfare of children and to raise any concerns relating to such procedures which may be noted through the course of duty.
- To maintain confidentiality of information acquired in the course of undertaking duties for the School/College.
- To be responsible for your own continuing self-development, undertaking training as appropriate.
- To play a full part in the life of the School/College community, to support its ethos and promote its co-operative values and ethical principles.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Staff will be expected to comply with any reasonable request to undertake work of a similar level that is not specified in this job description.
- Although the role is primarily based with the appointing school, staff may be deployed, within reason and subject to discussion, in any setting across the Trust.
- The School/College will endeavour to make any necessary, reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
- This job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job, commensurate with the grade and job title.

**Job Description prepared by:**

Head Teacher

**Date Prepared:**

November 2020

## 4. Person Specification - Support Staff

**Job Title:** Teaching Assistant

**Person specification prepared by:** Head Teacher

**Date:** November 2020

Attributes	Essential	Desirable (but not essential)	Recruiting Method
Relevant Experience	Experience of working with children within a classroom environment.	Relevant experience to include specialist knowledge of a specific learning difficulty	Application Form Interview
Education and Training	Good levels of literacy and numeracy.  5 GCSE's or equivalent including English & Maths	Qualified to NVA level 3 or above (or equivalent qualification)	Application Form Interview
Specialist Knowledge and Skills	Good listening & communication skills.  Basic ICT skills.	Knowledge of relevant barriers to learning.  Willingness to update knowledge and attend regular training as the need arises.	Application Form Interview
Any Additional Factors	Able to prioritise between different demands and to work to deadlines.  Self-motivated and shows initiative.  Patient and empathetic  Ability to liaise and communicate effectively and appropriately with parents and specialists.  Display an awareness, understanding and commitment to the protection and safeguarding of children and young people.  Demonstrate a commitment to the Co-operative values.  Demonstrates an awareness, understanding and commitment to equal opportunities	Ability to identify their own professional development needs and be willing to act upon them.  Confident user of ICT.	Application Form Interview

**Self Help    Self Responsibility    Equity    Equality    Democracy**  
**Solidarity    Social Responsibility    Honesty    Openness    Caring for Others**