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| **Role** | **Grade** | **Reports to** |
| Teaching Assistant SEN Level 1 | Grade 3 | Headteacher |

**Main purpose of the job:**

To be a part of a team providing exceptional education for students so that they become happy, confident adults. The post holders will support teaching and learning across school, providing general support in the management of pupils and resources.

**Key relationships:**

To work under the supervision of the class teacher, department lead Senior Leadership Team and Head teacher.

The post holder will also work with Parents and external agencies under the guidance of the class teacher.

**Please note that whilst this job description gives an indication of the key responsibilities, it is not intended to provide an exhaustive list.**

**Main accountabilities:**

* To work with small groups of children under the supervision of the teacher including the implementation of Individual Learning Plans.
* To be familiar with individual class information i.e. risk assessments, behaviour intervention plans.
* Give regular feedback on children’s progress to the class teacher and file records.
* Attend to children’s personal needs, including pastoral, social, health, physical hygiene i.e. toileting and changing, minor first aid and welfare matters.
* Establish good relationships with pupils, taking on role model by presenting a positive personal image and responding appropriately to individual needs.
* Promote the inclusion and acceptance of all pupils.
* To assist with the dispensing of medication in exceptional circumstances with appropriate training and under the supervision of medical staff where necessary.
* To carry out escort duties as appropriate whenever required.
* To assist pupils in the hydrotherapy pool (where applicable), lift, dress, and provide support to the pupils with the activities in the pool.
* To support pupils on work experience and transitions to Further Education pathways and other educational establishments.
* To assist the teacher to ensure a safe classroom and outdoor environment, checking materials and personal equipment for defects and implement risk assessments carried out by the teacher according to school guidelines. This will include cleaning equipment used by pupils and ensuring its accessibility.
* To work closely under the guidance of the teacher as required, with therapists, medical staff, and other personnel working with pupils, so that their advice and practice are integrated in to individual learning plans.
* Provide curricular clerical/admin support, eg. Photocopying, making resources, collection of monies.
* Prepare the classroom for lessons, including display work under the direction of the teacher.
* Undertake pupil record keeping as requested e.g. to assist with annotating work books and providing information on pupil progress.
* Support the teacher in managing pupil behaviour, reporting and recording as appropriate.
* Gather and report information between parents and carers as directed.
* To provide support in all areas of the curriculum and on social occasions for pupils who have been identified as having medical conditions which disable their full independent access to mainstream school life.
* Support the use of Computing in learning activities and develop pupils’ competence and independence in its use.
* Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.
* Maintain good relationships with colleagues and work together as a team.
* Assist in the supervision of classroom and outdoor activities.
* Assist with the supervision of discreet groups of pupils for short periods when the teacher is not present.
* Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
* Participate in training, to develop relevant learning strategies and ensure students make progress in learning.
* To support the performance management process and demonstrate commitment to continuous professional development.
* To converse at ease and provide advice in accurate spoken English is essential for the post.

**All employees in the Trust are expected to:**

* Support the vision, values and objectives of the Trust and demonstrate a collaborative, team working approach to school and Trust improvement: Vision, Values and Strategy - Prospere Learning Trust
* Take appropriate responsibility and action for safeguarding, be aware of confidential issues and maintain as appropriate
* Be aware of and comply with policies and procedures relating to child protection reporting all concerns to an appropriate person
* Promote and act in accordance with the Code of Conduct and all school / Trust policies including the Health and Safety Policy, Equality Policy and Data Protection Policy
* Effectively represent the Trust when liaising with contractors and outside agencies/organisations
* Demonstrate tact and diplomacy in all interpersonal relationships with the public, pupils, parents and colleagues
* Take responsibility for personal professional growth and development, keeping up-to-date with national research, engaging proactively with nationally recognised career frameworks and professional organisations
* Attend Trust and school events as required and make a positive contribution during such events
* Attend regular meetings before and after Trust hours, including morning briefings
* Carry out duties other than those listed in the job description under the direction of the headteacher where the post holder has appropriate qualifications and has received appropriate training

The Trust 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.

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| **Person Specification** | **Essential / Desirable** | **Assessment stage** |
| **Qualifications** | | |
| Numeracy/literacy skills with a good level of knowledge and understanding (at a level equivalent to NQF Level 2) | Essential | Application |
| GCSE Maths and/or English | Desirable | Application |
| Appropriate knowledge of first aid | Desirable | Application |
| Completion of Teaching Assistant training programme | Desirable | Application |
| **Knowledge and Experience** | | |
| An understanding of the role of the Teaching Assistant and other professionals working in the classroom. | Essential | Application, Interview |
| Basic understanding of child development and learning | Essential | Interview |
| Experience of working with children/young people with communication, severe, profound or complex learning difficulties | Desirable | Application, Interview |
| Experience of working with children/young people with behavioural difficulties. | Desirable | Application, Interview |
| Understanding of national/foundation stage curriculum and other basic learning programmes/strategies. | Desirable | Interview |
| To be aware of policies and procedures relating to child protection, health and safety and security, confidentiality and data protection | Essential | Interview |
| Command of spoken English sufficient to enable the effective performance of the role, including the ability to speak with confidence and accuracy and the ability to listen and respond appropriately dependent on the audience | Essential | Interview |
| **Behaviours and Values** | | |
| Demonstrates a collaborative, team working approach focused on improvement and supporting the vision, values and objectives of the organisation | Essential | Interview |
| Demonstrate a commitment to appropriate professional standards, including core policies relating to equality and diversity and child protection | Essential | Interview |
| Demonstrate a commitment to maintaining and developing professional knowledge and skills | Essential | Application, Interview |
| Tact and diplomacy in interpersonal relationships with all stakeholders | Essential | Interview |
| To be flexible and able to adapt and prioritise appropriately | Essential | Interview |
| Effective staff motivation and development, including establishment of a positive performance management culture | Essential | Interview |

**Review and Amendment:**

This job description is normally reviewed annually as part of the appraisal cycle. If significant changes are required, it may be amended following an individual consultation process.

All staff are expected to carry out their duties with due regard to current and future Trust and school policies, procedures, and relevant legislation. These will be drawn to your attention during the recruitment process, induction, staff handbook, ongoing performance development and through Trust communication.