

JOB TITLE: Teaching Assistant

RESPONSIBLE TO: Teacher

GRADE: Scale 4

HOURS: **35 hours a week** 8.45am to 4.30pm Monday and Tuesday
Wednesdays and Thursdays 8.45am to 4.15pm,
Fridays 8.45am to 3.45pm

STATEMENT OF PURPOSE:

To provide administrative and systems support directly to the Class Teacher(s), particularly in the absence of the class HLTA.

To work with the classroom teacher to support students' effective independent learning and progress in accordance with the national curriculum and with behaviour management strategies.

To lead learning activities in the absence of the Teacher or HLTA e.g. Teachers' PPA cover.

KEY RESPONSIBILITIES

Support for learning and development activities:

- To support the Teacher in the preparation of learning activities
- To lead learning activities in the absence of the Teacher and HLTA e.g. Teachers' PPA cover
- Make and maintain resources, wall displays, apparatus and other teaching aids under the direction of the Teacher, Senior HLTA or HLTA
- To assist with the timely preparation of resources, activities and the teaching environment ensuring student safety. This may include preparing materials to meet individual student needs
- To complete equipment orders/requests on behalf of the Teacher
- Set out and store appropriately all resources, materials, apparatus and equipment required for use by students and staff
- Prepare classroom for activities and always maintain a tidy environment, both inside and outside of the classroom
- To support the Teacher in updating systems and to use ICT effectively to support learning activities and student progress e.g. Earwig, SharePoint, Boxall
- To support the Teacher with planning offsite activities and to participate with due regard to health and safety requirements
- To arrange meetings and take notes of meetings as directed by the class Teacher (excludes 1:1 meetings with other staff), using Microsoft office
- To undertake inventories as required e.g. toys, cupboard contents

- To undertake any other administrative tasks required by the class Teacher, Senior HLTA or HLTA
- To support the Teacher with day-to-day communications with parents and carers
- To liaise with and support the class HLTA as required
- To undertake additional duties specific to the class or department such as leading trips, rebound therapy (if required), leading on Earwig or something else beneficial to the school

Support for students

- To implement agreed behaviour management strategies to promote positive behaviour
- To support therapists and students before, during and following therapy sessions and to assist with therapies as required
- To provide opportunities for students to experience a variety of play environments that stimulate them and provide opportunities for risk, challenge and personal growth
- To support students to participate as inclusively as possible in all activities
- To help students manage their own feelings and relationships with others
- To provide support to communication and interaction needs including facilitating communication for students who use augmentative or alternative means of communication such as Makaton, VOCA
- To support students and their families for whom English is an additional language (EAL) and to take account of students' interests, language and cultural backgrounds.
- To assist in the supervision of students during break and lunchtimes and in the use of school transport, including late pick-ups
- To assist with making costumes and scenery for school productions and other student activities
- To provide care and medication support as required in the absence of other colleagues.
- To read, understand and follow the safeguarding policy

Team working:

- Assist in the assessment, monitoring and recording of student progress and behaviour and the maintenance of record keeping systems
- In addition to Teachers' PPA cover, to provide occasional supervision of a group or class for time limited activities or in an emergency
- To work flexibly as part of the classroom team and to take part in the support and induction of new staff as well as the annual performance management scheme

Please note

Working with Special Educational Needs students requires a particular understanding and appreciation of the individuals' needs and circumstances. The students that attend Manor Green School all require a greater degree of support due to their physical, learning and/or

communication needs. They face significant challenges when accessing the world around them and it is our role as professionals to facilitate and enhance their experience. A broad spectrum of training will be provided on how to support the particular needs of our students.

The work will necessarily involve sitting at low tables, on the floor and may involve the manual handling of students. The environment is designed to be accessible to all, however there may be times when it is noisy and busy.

In some cases, students may display behaviours that challenge. On rare occasions these behaviours may result in verbal aggression and/or physical assault/violence towards staff.

It should be understood that this is a response to the world around them and their challenges interacting with it. We acknowledge that this can be challenging for staff and is therefore emotionally and physically demanding. We promote a culture of wellbeing for all and as staff your needs are included in this. To ensure that your emotional, physical and spiritual needs are also met, you will be able to access training, coaching and counselling services as required.

This is not an exclusive or exhaustive range of responsibilities, rather an indicative list. You may be required to carry out further duties as reasonably required and commensurate with the position.

PERSON SPECIFICATION

Key Criteria	Essential	Desirable
Qualifications and training	Good levels of literacy & numeracy: Level 2 in English and Maths or equivalent or working towards Experience of working with young people in the education/care/health sectors Awareness of health, safety and wellbeing requirements in a school environment	Health and social care or childcare qualification
Skills and experience	An understanding of the educational objectives of the school An understanding of how children learn Ability to support learning across all areas of the curriculum Experience of working in a challenging environment Experience of providing administrative support Excellent planning, organisation and administrative skills Excellent IT skills including databases and Microsoft office Experience of accurate record keeping Ability to work to deadlines and maintain focus in a busy environment	Experience of working within a health and social care setting (paid or voluntary) Experience of a SEN learning environment An understanding of care plans and their use Experience of monitoring and recording individual progress Alternative communication skills such as Makaton, VOCA Driving licence and willing to undertake minibus driver training

	Creative, proactive, ability to use initiative and problem solve Excellent communication skills including written skills and the ability to communicate sympathetically with children and parents Ability to support emotional wellbeing, self-reliance, self-esteem and resilience in others A commitment to confidentiality	
Core Competencies	Student Led Passionate about supporting young people with a disability in a dignified and person centred way Committed to a proactive approach to meeting the needs of students Is approachable and helpful Acts with honesty, integrity and discretion Is concerned with the health, safety and wellbeing of others Results Orientation Displays drive and energy and enthusiasm to enable progress and achieve results Works systematically and plans effectively Delivers on objectives Committed to continuous professional development Working Together Contributes to effective teamwork	

	Understands and supports others Values people equally and encourages inclusive participation Willing to work in line with all MGS policies and procedures and attend all supervisions Adaptability Aligns behaviour to the needs / priorities / goals of students and the school as a whole Deals and copes with change Works well in a challenging environment Copes with ambiguity Remains calm and professional at all times Is self-aware and able to undertake self-evaluation Able to work 35 hours a week during term time and undertake occasional out of hours activities as required. Able to demonstrate excellent attendance and conduct.	
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