

Post Title	Grade	JE Pts	Date
<b>Teaching Assistant (no critical care, Special College, with medical requirements) Level 3</b>	Grade 6	463 NJC	April 2019

### Statement of Purpose

To work under guidance to provide classroom support to pupils under the direction of the teacher, whilst addressing the needs of pupils who need particular help to overcome barriers to learning.

### Support for the Teacher

- Provide cover for a group or class at short notice or planned under the direction and control of the Principal, or other designated member of staff.
- Support pupils' access to learning using appropriate strategies, resources etc.
- Work with other staff in planning, evaluating and adjusting learning activities as appropriate.
- Monitor and evaluate pupils' responses and progress against action plans through observation and planned recording.
- Under direction of a teacher, provide objective and accurate feedback and reports as required, to other staff and multi-agency professionals on pupils' achievement, progress and other matters, ensuring the availability of appropriate evidence (e.g. Principal).
- Responsible for keeping and updating records as agreed with other staff, contributing to reviews of systems/records as requested.
- Assist in the development and implementation of appropriate behaviour management strategies.
- Establish constructive relationships with parents/carers, exchanging information, facilitating their support for their child's attendance, access and learning and supporting home to College and community links.
- Assist the teacher in the development, implementation and monitoring of systems relating to attendance and integration.
- Clerical/admin support relating to classroom activity e.g. dealing with correspondence, compilation/analysis/reporting on attendance, exclusions etc., and making phone calls etc.
- Co-ordinate and organise pupils attending extracurricular activities/work experience or other out of College activities under guidance of teacher.
- Responsible for administrative tasks linked with producing and maintaining Statements/Educational Health Care Plans.

### Support to Pupils

- Provide pastoral support to pupils within the College environment.
- Attend to pupils' personal needs and provide advice to assist in their social, health and hygiene development on a daily basis.

- Participate in the comprehensive assessment of pupils to determine those in need of particular help.
- In conjunction with the teacher, the development and implementation of Education, Health Care Plans, Individual Education/Behaviour/Support/Mentoring plans.
- Support provision for pupils with additional needs.
- Use specialist knowledge/experience to provide appropriate support to pupils in relation to their individual needs (e.g. daily exercise programme, SCIPr).
- Provide feedback to pupils and teachers in relation to progress, achievement, behaviour, attendance etc.
- Support to individuals/ groups where English is not the first language.
- To facilitate the pupils development and skills in the use of resources including IT.
- To maintain pupils' interest and motivation

### **Support for the Curriculum**

- Implement agreed learning activities/teaching programmes under direction of teacher.
- To be aware of and appreciate a range of activities, courses, organisations and individuals to provide support for pupils.
- Under direction of teacher determine the need for, prepare and use specialist equipment, plans and resources to support pupils.

### **Support to Medical**

- Under the direction of the College nurse and Senior TA, administer controlled medication and undertake enteral feeding procedures.
- Maintain and update Medication Charts and controlled drugs registers.
- Responsible for logging in and out of College medication.
- Implement the College medication policy when administering and storing the medication.
- Responsible for reporting any concerns to the College nurse, Senior TA, SLT.

### **Support to College**

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support difference, and ensure all pupils have equal access to opportunities to learn and develop.
- Liaise effectively with teachers/parents/guardians, welfare officers, health visitors and other professional staff as part of the routine consultative process.
- Contribute to the overall ethos/work/aims of the College.
- Attend and contribute to relevant meetings/training as required. e.g. CPR, Emergency Procedures and Administration of Medication.
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including before and after College and at lunchtimes.

- Recognise own strengths and areas of expertise and use these to advice and support others.
- To contribute to the development of, and maintain Academy policies and procedures.
- Preparation of rooms, equipment and displays, ensuring that any Health and Safety issues are appropriately reported
- Maintain Academy routine.
- To promote high standards of behaviour and British values throughout the Academy in accordance with Discipline and Behaviour Policy.
- Support the ethos of the Academy. .
- Develop and implement Individual Education Pan (IEP), Behaviour Management Plan (BMP), Risk Assessments (RA) and Pupil Learning Plans (PLP) in collaboration with colleagues from the education and Therapy Team
- Confident and physically fit to use physical intervention in line with the College policy to anticipate and manage behaviour constructively.

(These lists are not exhaustive and should reflect the ethos and needs of the College)

## **Person Specification**

### **Teaching Assistant (Special College, no critical care with first aid)**

#### **Level 3**

#### **Essential Criteria Measured By Experience**

- Significant experience of working to support children's learning gained in a relevant environment.
- Some experience of working with pupils with additional needs.

#### **Qualifications/Training**

- Educated to GCSE or equivalent in English and Maths
- NVQ 3 for Teaching Assistant or equivalent
- Training in some/all of relevant educational strategies e.g. literacy and/or in particular curriculum or learning area such as bilingual, sign language, dyslexia, ICT, CACHE, SCIPr etc.

#### **Knowledge/Skills**

- Has the ability to understand relevant policies/codes of practice.
- Significant understanding of areas of learning, e.g. literacy, numeracy, science, SEN.
- Understanding of principles of child development and learning processes and in particular, barriers to learning.
- Ability to plan effective actions for pupils at risk of underachieving.
- Ability to self-evaluate learning needs and actively seek learning opportunities.
- Effective use of ICT to support learning.
- Use of other equipment technology – DVD, photocopier/interactive whiteboard.
- Excellent interpersonal skills to be able to relate well to a wide range of people.
- Work constructively as part of a team whilst being able to demonstrate initiative.
- Good communication skills.

#### **Behavioural Attributes**

- Must be student focused
- Must have a professional and respectful approach, which demonstrates support and shows mutual respect.
- Is able to actively listen and respond to student needs
- Is committed to the needs of pupils, parents and other stakeholders.
- Must demonstrate a positive attitude and is able to suggest solutions to problems that arise
- Is committed to the provision and improvement of quality of service
- Is able to communicate orally and in writing effectively with all students, colleagues, parents and stakeholders.