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**Teaching Assistant**

**(One to One Support)**

**Hours: 32.5 hours per week term time**

**Scale 2**

**Job Description**

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| **Job Purpose** |
| To work under the instruction/guidance of teaching/senior staff to undertake  work/care/support programmes, to enable access to learning for pupils and to assist in  the management of pupils and the classroom and school. Work may be carried out in  the classroom, teaching areas, school hall and playgrounds.  To work closely with the class teacher to ensure that all learning is differentiated to ensure that there is inclusion. |
| **Major Tasks** |
| * To work at all times according to the school aims/policies/ staff handbook and Code of Conduct * To undertake work/teaching programmes with individuals or groups of pupils/students under the direction of the class teacher in all curriculum areas within the school/community. * To undertake recording as required to assist in the assessment process in accordance with the school policy * To assist the class teacher in maintaining a safe and stimulating environment. * To ensure that teaching materials and equipment are kept clean and in good order * To contribute within contractual hours, to meetings, discussions and management systems necessary to co-ordinate the work of the school as a whole. * To undertake professional development and implement training across school as appropriate. * To work in any area of the school as directed by the Leadership team. * To support inclusion/outreach work as required. * To assist in the setting up and cleaning away of all activities within the curriculum. * To undertake personal care routines with pupils in accordance with school policy. * To undertake certain medication/medical support as defined by school. * To work collaboratively with the Teacher/STA or HLTA to support new staff and supply staff including supply Teachers/HLTAs and in particular to ensure that consistency is maintained and the health and safety of the pupils is ensured * To promote good relationships with colleagues/parents, other professionals and visitors to the school. * To deliver and support pupils’ learning in the most effective way working with multidisciplinary teams and implementing their advice and any agreed programmes * Be aware of and support difference and ensure equal opportunities for all. * Contribute to the overall ethos/work/aims of the school. * To attend 5 PD days a year. * To attend weekly staff meetings as detailed in the staff handbook * To support pupils in school in relation to learning/additional needs including physical, behavioural, medical, emotional, sensory etc. * To work as Emergency First Aider/ Paediatric First aider if required * To support all aspects of the curriculum as time-tabled. * To safeguard and promote the welfare of pupils at all times - in accordance with school ethos and policies. * To understand your responsibilities to ‘promote children’s welfare’ and have a ‘child-centred approach. * This post is a designated customer facing role under the fluency duty and requires a specified level of spoken English as stated in the person specification. |
| **Contacts & Relationships** |
| * Work with the teacher to establish an appropriate learning environment * Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives * Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence * Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested * Undertake marking of pupils' work and accurately record achievement/progress * Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour * Administer and assess routine assessments * To support with general clerical/admin. * The post holder is responsible for maintaining efficient/good working relationships with all pupils/students and staff in the school. These working relationships also extend to parents, governors, professionals, LA representatives, all visitors to the school, staff and pupils in other settings (if relevant). * To ensure that confidentiality is maintained with any interactions with others within and outside of school e.g. parents/carers at all times. Any queries should be directed to class teacher or member of Senior Leadership Team. This applies when employed and post-employment. * The post holder must provide high standards of care to the pupils and treat the pupils with dignity and respect at all times * The post holder may use skills such as: providing care, partnership working, active listening, working independently, remaining attentive and vigilant, negotiating, solving problems and thinking positively, dealing with enquiries, assessing pupils and providing advice. |
| **Creativity** |
| * Be aware of pupil problems/progress/achievements and report to the teacher as agreed * Undertake pupil record keeping as requested * Provide clerical/admin. support e.g. photocopying, typing, filing, collecting money etc. * The post holder is responsible for maintaining efficient/good working relationships with all pupils/students and staff in the school. These working relationships also extend to parents, governors, professionals, LA representatives, all visitors to the school, staff and pupils in other settings (if relevant). * To ensure that confidentiality is maintained with any interactions with others within and outside of school e.g. parents/carers at all times. Any queries should be directed to class teacher or member of Senior Leadership Team. This applies when employed and post-employment. * The post holder must provide high standards of care to the pupils and treat the pupils with dignity and respect at all times * The post holder may use skills such as: providing care, partnership working, active listening, working independently, remaining attentive and vigilant, negotiating, solving problems and thinking positively, dealing with enquiries, assessing pupils and providing advice. |
| **Decisions** |
| * Contribute to the overall ethos/work/aims of the school * Decisions of a routine nature will be made within the duties of the role but the decision making responsibility will be the senior member of staff present * All decisions are in the context of school policy and procedures. * The post holder works under the direction of Class Teacher/STA or HLTA or Senior Leadership Team. The post holder will be able to contribute constructively to decisions making processes and policy making processes that are the responsibility of the school leaders and governors * The post holder will make decisions based on the situation presented by pupils and the environment when working without the presence of the Teacher/STA/ HLTA. These decisions will always be within the context of the school ethos and policies. * The post holder must be familiar with the needs of any pupil they are asked to supervise at any time and ensure they ask if unsure * The post holder must be familiar with the Fire Drill/Emergency Evacuation procedures if moved to another area of school at any time * The post holder must follow the Safe-guarding policies and procedures of the school. |
| **Management & Supervision** |
| * No Management or Supervisory responsibilities |
| **Supervision Received** |
| * Working alongside the Administrator with responsibility for Health and Safety. They will be managed on a day to day basis by the SENDCo * The post holder will have professional development interviews and will have appraisals. * The post holder’s work is supervised by member of staff leading the class or senior staff. |
| **Complexity** |
| * Working under the guidance of the SENDCo. * Ensuring the safety and good behaviour of pupils * Supporting pupil learning * To carry out the supervision of children reporting any events/observations/ concerns etc. to the relevant line manager or school staff. * The post holder will be required to work as part of a team but may be required to carry out a specific task as directed by the line manager * To be able to work effectively with pupils with severe/profound needs, many who have additional needs which may include complex medical needs, physical disabilities, challenging behaviour, communication difficulties, sensory impairments etc. * Need to understand the range of roles and responsibilities in school * Need to be able to carry out tasks such as hoisting, moving and handling, carry out Safer Positioning, communicate in range of ways to pupils (Makaton/Using and programming communication aids etc) * To be able to understand and follow specific guidance for a pupil e.g. to follow instructions on behaviour support plan, medical needs plans, feeding profiles, advice of other professionals etc. * To be able to carry out and record accurately assessments of pupils in accordance with policy |
| **Resources** |
| * Prepare and maintain equipment/resources as directed and assist pupils in their use * 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 |
| **Impact** |
| * Pupils make accelerated progress within the lesson. * Providing support to teachers in the classroom |
| **Physical Demands** |
| * Monitoring pupil progress within the group working in class. * 15 minute outdoor playground duty to support the pupil |
| **Working Environment** |
| * In class and outdoor in the playground. If the weather is poor the pupil will not go out. |
| **Emotional Context** |
| * Support for pupil in developing self-confidence. * If any pupil discloses any safeguarding issues, they would pass the relevant information on to Designated Safeguarding Lead. |
| **Other** |
| The post holder will be expected carry out any other duties as are within the scope, spirit and purpose of the job, commensurate with the grade.  The post holder will be expected to actively follow Telford & Wrekin Council policies, including those such as Equal Opportunities, Human Resources, Information Security and Code of Conduct etc.  The post holder will be expected to maintain an awareness and observation of Fire and Health & Safety Regulations. |

**Person Specification**

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| **Criteria** | **Standard** |
| **Qualifications** | * Good numeracy/literacy skills * Completion of DfES Teacher Assistant Induction Programme * Participate in development and training opportunities |
| **Experience** | * Working with or caring for children of relevant age |
| **Knowledge** | * Appropriate knowledge of First aid and training in relation to the needs of the pupil. |
| **Skills** | * Use basic technology – computer, video, photocopier * Ability to relate well to children and adults * Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these |
| **Personal style & behaviours** | * The ability to adapt the needs of the pupil. |

This post has been identified as a customer facing role and therefore the Council is required to fulfil their statutory duty under Part 7 of the Immigration Act 2016. As a public body the Council is obliged to ensure member of staff in such roles are able to have a command of spoken English which is sufficient to enable the effective performance of their role.

This post has been assessed as requiring B2 level under the Common European Framework of Reference for Language (CEFR). The role needs to be able to produce clear, detailed text on a wide range of subjects and explain a viewpoint on a topical issues, giving the advantages and disadvantages of various options, such as when talking with parents and advising teachers and pupils on pupil’s progress and behaviour.

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We will ensure, so far as is reasonably practicable, that no disabled applicant is placed at a substantial disadvantage. This person specification includes what we believe are fully justifiable essential and desirable selection criteria. Provided that the selection criteria unconnected with the disability are met, we will make ALL reasonable adjustments in order that someone with a disability can undertake the duties involved.

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| **Type of criminal records checks required for this post** | **Ticked as required** |
| Enhanced Disclosure |  |

Information on types of criminal records checks is available at:

<https://www.gov.uk/disclosure-barring-service-check>