

Job Description & Person Specification

Job Role:	Teaching Assistant
Job Family:	Support Staff
Job Department:	Support Staff
Responsible to:	Head of Education Provision and Senior Leadership Team
Line Manager:	Class Teacher
Salary/Grade:	B
Appointee Name:	
Appointee Signature:	
Date Signed:	

Under the direction of the Class Teacher, to provide support and assistance in the development and education of students in our school, by undertaking tasks to support all teaching and learning.

Key accountabilities, duties and responsibilities

Support for Students

- Support student participation in learning activities and modify methods if appropriate
- Provide written and verbal feedback on student responses to learning activities
- Supervise and provide specific support for students, ensuring their safety and access to all learning activities
- Establish constructive relationships with students and interact with them appropriately
- Promote the inclusion and acceptance of all students ensuring motivation and engagement
- Encourage students to interact with others and engage in activities led by the Class teacher
- Set challenging but reasonable expectations aimed at promoting self-esteem and independence
- Assist in the provision of feedback to students in relation to progress and achievement
- Assist with the development and implementation of Individual Plans
- Encourage all students to show respect for each other, employees and visitors
- Support students in recognising, developing and celebrating their skills, talents and achievements
- Promote acceptable conduct by encouraging them to take responsibility for their own behaviour
- Assist with the supervision of students out of lesson times, including before and after school and at lunch/break time
- Deal promptly with conflict and incidents in accordance with policies and procedures

Support for Teachers

- Liaise with teaching staff to ensure interventions are in place enabling students to maximise their achievement and progress
- Assist teaching staff with evaluation of student progress
- Assist the teaching staff in implementing the advice provided by specialists

- Support the administrative work required for SEND management
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans
- Assist with the display of students' work through the use of ICT and non-ICT means
- Provide feedback to teachers on students' achievement, progress & areas of difficulty
- Monitor students' responses to learning activities and accurately record achievement/progress as requested
- Establish constructive relationships with parents/carers
- Assist with the planning of learning activities where appropriate

General responsibilities

- Assist in the development of excellent working relationships throughout the school
- Foster good relationships with external organisations that provide goods and services
- Take responsibility for Health and Safety of yourself and of others
- Commit to maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training
- Undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job
- Carry out any other reasonable duties associated with the post

Special conditions of employment
<p>Rehabilitation of Offenders Act 1974 This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bindover orders and warnings being considered.</p> <p>If the jobholder is arrested, summonsed for an offence or receives a conviction a bindover order or a warning given by a police force, they are required to inform the Headteacher of this fact immediately. Such information will be treated in confidence, so far as this is consistent with the safety of children, compliance with statutory child protection procedures and the EP's relevant policies. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder's employment.</p>
<p>Safeguarding and Promoting the Welfare of Children and Young People The jobholder is required to follow all of the EP's policies and procedures in relation to Safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The jobholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.</p>

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or failure to act. Full guidance regarding health and safety is set out in the Education Provision’s Health and Safety Policy, and in any risk assessments relevant to the jobholder’s role or circumstances. Both can be accessed via the jobholder’s line manager, and the jobholder is required to comply with these and to use any protective clothing or equipment as instructed at all times.

Confidentiality and Data Protection

The jobholder is expected to comply with the provisions of the Data Protection Act 2018. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Education Provision’s Data Protection Policy. Nothing shall prevent the jobholder from disclosing information that they are entitled to disclose under the Public Interest disclosure Act 1998 as amended, provided that the disclosure is made in accordance with the provisions of that Act/s.

Equality and Diversity

The Education Provision and the Trust are committed to equality and value diversity. As such the Education Provision and the Trust are committed to fulfilling their Equality Duty obligations and expect all employees to share this commitment. The Duty requires the Education Provision and Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.

Training and Development

The Education Provision has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their continuous professional development, and to attend and participate in any training or development activities required to assist them in fulfilling their role and meeting their safeguarding and general obligations.

The Trust Operates a Strictly No Smoking or Vaping Policy

This applies to all Education Provision premises and those where Education Provision services are provided.

This job description is not exhaustive and the post holder may be required to perform duties other than those given in the job description. The job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place. It also serves to detail performance expectations, and will be used in monitoring effective performance.

The duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify the re-valuation of a post however, this job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

Brunel Academies Trust CEO retains the right to implement changes to this job description to reflect changes in the demands of the post and this will be done in consultation with the post holder.

Sustainability Notice

We are committed to a sustainable future and to improving the social, economic, and environmental wellbeing of the community. We are dedicated to environmental improvements that foster a sustainable future and lead to social and economical improvements in the communities we operate within

Tasks/duties	Essential skills	Desirable skills
Qualifications and Training	<ul style="list-style-type: none"> • Proficient knowledge in literacy and numeracy • Be willing to undertake and implement training in the use of software and equipment • Be willing to undertake and implement training including PECS, TEACCH and Team Teach training 	<ul style="list-style-type: none"> • Accredited qualifications • Experience in using PECS, TEACCH and/or other approaches which support the SPELL framework
Knowledge & Experience	<ul style="list-style-type: none"> • Model professional communication with children/young people (CYP) and other adults • Ability to provide feedback on student participation and achievement • Be committed to supporting an individualised and flexible curriculum which promotes independence, flexibility of thought and sensory integration 	<ul style="list-style-type: none"> • Experience of working with CYP with Autistic Spectrum Disorder, including those who display challenging behaviour
Skills & Abilities	<ul style="list-style-type: none"> • Model professional communication with children/young people (CYP) and other adults • Be able to work as part of a team • Be prepared to follow the school behaviour policy and practice • Able to ensure CYP participation in relevant school visits • Be highly motivated • Be able to follow instruction and work independently 	<ul style="list-style-type: none"> • Be able to use initiative and be willing to suggest initiatives to others • Remain calm when dealing with challenging behaviour • Good ICT skills
Personal Qualities and Commitment	<ul style="list-style-type: none"> • Flexibility and adaptability • Aware of time pressures and the need for effective time management • Able to meet deadlines 	<ul style="list-style-type: none"> • Have a sense of humour • Organised