

Job Description and Person Specification

Job Title:	Teaching Assistant
Service Provision:	Connex
Job Family:	Support Staff
Line Manager:	Principal
Salary Grade:	Brunel Grade B1 – 5
Annex:	Please ensure you refer to Annex 1 with this job description

The Teaching Assistant will be required to work flexibly to support the wider Connex group delivering on Swindon LA commissioned and traded services. This will include direct delivery of support programmes for individuals and groups of children and young people (CYP) where there are Special Educational Needs & Disabilities (SEND), often including autistic spectrum condition (ASC) and /or social communication and interaction difficulty (SCID).

The Teaching Assistant works under the direction of the Teacher, to carry out a range of duties to support the CYP attending Links, on occasion there is a need to cope with some demanding conditions to enable a CYP's positive engagement and participation.

The Teaching Assistant must be able, willing and enthusiastic about taking an active part in activities sited in a range of different physical environments. These may include supporting within a social skills group, sharing responsibility with other colleagues for an activity, working one to one with a pupil taking part in a range of activities, sometimes physical.

The Teaching Assistant must be a role model and exemplar of good SEND support practice and have knowledge and understanding of the strengths and difficulties of an individual CYP affected by their SEND needs often ASC/SCID, but not necessarily. They will be able to creatively and sensitively deploy a range of strategies and approaches to enable a child's inclusion and participation.

Key accountabilities, duties and responsibilities

- To promote the inclusion and participation of all CYP with SEND/ASC or identified SCID and/or other additional needs ensuring they have equal opportunities to learn and develop.
- To support teachers and leaders to make reasonable adjustments to accommodate the unique needs of the SEND/ASC/SCID learner to access intervention/therapy programmes and the curriculum.
- To contribute specifically to the creation of a supportive, nurturing environment for CYP.
- Use SEND/ASC specific specialist skills to facilitate access where appropriate, access to the curriculum and maximise the independence of the CYP.
- To keep records, contribute to reports; carry out assessments using a variety of media and evaluation strategies.
- Comply and contribute to the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to the named/appropriate person.
- To work under the direction of the Links Teacher, working in a team and well and individually.
- To fulfil and further the aims of the wider Connex group, part of Brunel Education.

Support for CYP

- Support CYP participation in learning activities and modify methods if appropriate.
- Supervise and provide specific support for CYP, ensuring their safety and access to all learning activities.
- Establish constructive relationships with CYP and interact with them appropriately
- Promote the inclusion and acceptance of all CYP ensuring motivation and engagement.
- Encourage CYP to interact with others and engage in activities led by staff.
- Set challenging but reasonable expectations aimed at promoting self-esteem and independence.
- Assist with the development and implementation of Individual Plans and documentation.
- Encourage all CYP to show respect for each other, staff and visitors.
- Support CYP in recognising, developing and celebrating their skills, talents and achievements.
- 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 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.
- Assist with the display of students' work through the use of ICT and non-ICT means.
- Provide feedback to teachers on CYPs' achievement, progress & areas of difficulty.
- Monitor CYPs' 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.

Additional Responsibilities

- Assist in the development of excellent working relationships throughout the provision.
- When needed, drive and/or act as escort in the transportation of CYP to and from sessions.
- To be involved in support for parents and families on SEND/ASC related issues in the Bespoke/school setting and the home where required.
- To take advantage of training and professional development opportunities
- 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.

Task/Duties	Essential Skills	Desirable Skills
Qualifications and Training	<ul style="list-style-type: none"> • Basic ICT skills 	<ul style="list-style-type: none"> • Basic ASC/SEND training/ experience • A clean driving licence and own transport with business cover insurance for working use
Knowledge and Experience	<ul style="list-style-type: none"> • Experience of working with children and young people • Be an effective communicator with good written and spoken English • Have some knowledge and understanding of the autistic profile or need 	<ul style="list-style-type: none"> • Experience of working alongside children and young people with neurodevelopmental difficulties
Skills and Abilities	<ul style="list-style-type: none"> • Have good organisational and time management skills • Be able to work as part of a team and independently 	<ul style="list-style-type: none"> • Understand the key issues as they apply to pupils with autism or social communication and interaction difficulties as well as other SEND e.g. equal opportunities, disability rights and inclusion
Personal Qualities and Commitment	<ul style="list-style-type: none"> • Have the ability to quickly establish good relationships with children and young people, staff, colleagues, parents and family members • Flexibility and adaptability • Empathy • Sensitivity, kindness and caring towards working with children and young people 	<ul style="list-style-type: none"> • Ability to understand the needs of parents and carers of vulnerable children affected by SEND/ASC and to be able to give effective advice and support where appropriate