

Job Specification

Job Title: Teaching Assistant (Special Schools) High Well School

Grade: G5

Job Evaluation Code: GS5535

Reporting to:

Supervision Activities Relating to Teaching and Learning- Classroom Teacher

Line Management- Headteacher/Higher Level Teaching Assistant

Manager's Grade:

Location: High Well School, Pontefract

Service Area:

Schools and Lifelong Learning

Service Directorate:

Children & Young People

Workstyle: Work place based

Overall Purpose of the Post:

Under the direction and supervision of a Teacher or Line Manager (e.g. Higher Level Teaching Assistant) to provide particular support for individual pupils or group of pupils with special educational needs ensuring their safety and access to learning activities and to support their integration into mainstream education as appropriate.

**Person Specification - Requirements for the post
Teaching Assistant**

	Essential	Desirable
Qualifications/ Training	<p>Qualified or willing to work towards Support Work in Schools (S.W.I.S.) Level 2</p> <p>Level 2 Numeracy/ Literacy</p>	<p>Supporting Pupils with S.E.N. 2 or 3</p> <p align="center">Or</p> <p>Supporting Teaching and Learning in Schools Level 3</p>
Knowledge	<p>Appropriate knowledge of first aid</p>	<p>Use of Technology e.g. ICT.</p> <p>Child Protection issues</p> <p>Health, Safety & Security issues.</p> <p>Data Protection issues</p>
Experience	<p>Working or caring for children in a school environment.</p>	<p>SEN experience</p>
Physical Skills	<p>Effective use of resources</p>	
Competencies and other skills required	<p>The ability to relate well with children with special educational needs</p> <p>The ability to work with adults.</p> <p>The ability to work as a member of a team.</p>	

Key Outcomes/ Activities

- To undertake duties in accordance with school practices and procedure, ensuring the post-holder actively upholds and promotes the ethos of the school.
- To assist with the personal needs of pupils including social, health, physical, hygiene, first aid and welfare matters. This includes toilet training, feeding and positioning.
- To carry out medical procedures including administering medication. (These duties are to be undertaken following appropriate training).
- To assist with the preparation of the classroom as directed for breakfast time and lessons, including upkeep of resources and to clear afterwards.
- To contribute in the presentation of pupils' work and maintenance of display areas.
- To provide general support with learning activities to the whole class (e.g. literacy, numeracy, KS3, early years) to enable pupils to understand instructions and to ensure they remain on task.
- To work under the direction of the Teacher on a 1:1 or small group basis on pre-planned activities, to reinforce the Teacher's approach.
- To work under the direction of the Teacher ensuring that pupil progress, achievements and incidents are clearly recorded on relevant systems in accordance with school policy.
- Under the direction of the Teacher promote the school's expectations, dealing promptly with breaches/incidents in line with established policy and encourage pupils to take responsibility for their own actions.
- As required to use de-escalation strategies to support pupils to manage their behaviour at times of crisis and where necessary be involved in the use of physical intervention as per Team Teach training.
- To assist the Teacher or the line manager by contributing as directed to pupils' All About Me Profiles, Risk Assessments and EHCPs.
- To provide or gather routine information to or from parents/carers under the direction of the Class Teacher or line manager.
- To assist pupils in using and selecting resources e.g. ICT, reading books and any other resources relevant to support learning.
- To assist with the supervision of pupils outside of lesson times, including before and after school and at lunchtimes. These duties shall be undertaken within the post-holder's contractual hours.
- To participate in school visits, assisting with activities as required.
- To undertake routine clerical duties including bulk photocopying, laminating and upkeep of resources.

Lessons:

- Support, encourage and challenge pupil's independence in lessons.
- Use subject specific vocabulary when supporting teaching and learning in class.
- Support preparation of equipment and resources before lessons.
- Ensure that equipment is properly cleaned and maintained.
- Follow all guidance of the class teacher and adhere to relevant policies.
- Ensure students EHCP and Risk Assessments are kept up to date.

Other duties commensurate with the grade of the post as directed by the Head Teacher and in line with school policies and procedures.

The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

Responsibility for Resources

Employees (Supervision):

None

Financial:

None

Physical:

Effective use of learning materials and resources.

Customers and Clients:

The post involves some direct impact on the well being of pupils through undertaking tasks or duties related to the post.

Working Conditions:

The post holder may be subject to some exposure to disagreeable or unpleasant people related behaviour.

The post involves contact with people which through their circumstances or behaviour occasionally places emotional demands on post holder.

The nature of the post may involve periodic requirements for considerable effort, e.g. lifting or carrying of children.

Characteristics of the post:

The ability to occasionally attend meetings as required by the Headteacher/Line Manager.

Employees are encouraged to participate in training activities in order to enhance their own personal development.

All employees of a school have a responsibility for promoting and safeguarding the welfare of children and young people.

The employment checks are required:

- Evidence of entitlement to work in the U.K.
- Childcare Disqualification Declaration (where applicable)
- DBS and Barred List Check
- Evidence of essential qualifications – see page 1 of this job specification
- Two satisfactory references
- Confirmation of medical fitness for employment
- Registration with appropriate bodies (where applicable)

The following employment checks are required for those positions which are based in a school or working with vulnerable young people and adults:

Evidence of a satisfactory safeguarding check e.g. An Enhanced DBS Disclosure

Date Reviewed: 15.06.2021 HRM/HT HWS