

JOB DESCRIPTION

Employment Details	
Job Title	Higher Lever Teaching Assistant (with Medical)
Reports to	Principal
Salary Band	WHFNJC M

Safeguarding Commitment:

The White Horse Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We therefore expect all staff and volunteers to work to and within school policies and procedures, including safeguarding, child protection and health and safety.

This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical clearance, evidence of qualifications and verification of the right to work in the UK.

Purpose of the Role
<ul style="list-style-type: none"> Working within a learning framework set by the Principal, provide teaching and learning support for the educational and personal needs of pupils, which ensures that they have equality of access to opportunities to learn and develop. To act as an integral part of the school staff team, and as such to make a professional contribution to the overall aims of the school, working within agreed policies and procedures. The post holder will be responsible for medical needs.

Responsibilities
<p>Support for pupil(s):</p> <p>Contribute to raising standards of pupils' achievement</p> <ul style="list-style-type: none"> Undertake a range of teaching and learning activities with specified groups of (or individual) pupils, under the professional direction of a qualified teacher. <p>Support pupils during learning activities</p> <ul style="list-style-type: none"> Provide the appropriate level of support needed by pupils to promote independent learning, responding to any signs of distress or conflict and feeding back to the teacher about progress made by pupil(s) <p>Provide care and support for the pupils'</p> <ul style="list-style-type: none"> Promote pupil well-being by encouraging them to develop good relationships with others, develop their self-reliance and self-esteem, help them to adjust to new settings and to practice good standards of health and hygiene. Apply simple first aid and administer controlled drugs, where authorised to do so. <p>Participate in case conferences</p> <ul style="list-style-type: none"> Make a professional contribute to formal case discussions concerning the educational development of pupils with whom there is day to day classroom contact. <p>Support for teacher(s):</p> <p>Assist in preparing and delivering teaching and learning activities</p> <ul style="list-style-type: none"> In consultation with the classroom teacher, ensure that all learning resources and materials are appropriate and relevant to pupils' needs. This includes the preparation, setting out and clearing away of teaching aids, during and between lessons.

Contribute to the planning and evaluation of learning activities

- Assist the classroom teacher to plan how learning activities will be implemented, including determining own role in delivering teaching and learning the activities.

Observe and report on pupil performance

- Under the professional guidance of the classroom teacher, carrying out, and reporting on, systematic observations of pupils to gather evidence of their knowledge, understanding and skills upon which the teacher can make judgements about their stage of development. This will include making specific recommendations to the teacher on identified special educational or other needs, based on objective observations.

Provide support for the use of ICT in the classroom

- Making sure that ICT equipment is available and ready to use when required, by liaison with appropriate technical staff where necessary, and helping pupil(s) in the practical application of programmes and equipment to ensure that it is used safely and effectively.

Maintaining Classroom records

- Maintain agreed written records of all school materials and equipment used in support of the pupils' learning and development, including responsibility for stock control and maintaining an audit of expendable materials.

Support for the school:**Develop and maintain working relationships with other professionals**

- Work effectively with teachers, support staff and other professionals, applying own strengths and expertise to contribute positively to the overall aims and objectives of the school. Provide effective support for all other members of the school staff by sharing own knowledge and expertise in a professional and constructive manner
- Take an active role in supporting and developing a culture of team working for the benefit of pupils', both individually and collectively.
- Participate in staff meetings and contribute to the development of policies and procedures related to curriculum delivery and classroom management.

Contributing to the Management of pupil behaviour and security

- Contribute to the development and maintenance of school policies which encourage positive pupil behaviour and implement agreed behaviour management procedures in the classroom.
- Undertake playground and lunchtime supervision duties as required and assist the classroom teacher in ensuring that at the end of the school day all pupils are placed in the care of their parents, or other authorised adults. Responsible for reporting situations which potentially pose a danger to any pupil or member of staff in the school.
- To oversee and run aspects of the school medical room. This will include opening the medical room for key parts of the day 12.00-1.00pm

Liase effectively with parents

- In agreement with the Principal or classroom teacher, communicate with parents and other designated carers about the care and education of their children. Promote partnership working between home and school and help to develop and maintain parental interest in their child's education.

Participate in collective school activities

- As requested by the Principal, supervise pupils during assembly, fund raising events, school outings and other extra-curricular activities undertaken during the normal school day.

Review and Develop own professional practice

- Develop and maintain effectiveness as a member of the school staff by taking responsibility for own continuing professional development.

Support for the curriculum

- Support literacy and numeracy activities
- Work under the direction of the classroom teacher to help pupil(s) to participate in whole class, group and individual learning activities for literacy/numeracy development.

- Discuss with the teacher how the learning activities are to be organised, agree own particular role and give feedback to the teacher about how well the activities went and how the pupil(s) responded to them.

Responsible for meeting the specific needs of a pupil (or pupils)

Provide specific teaching and learning support to a pupil (or group of pupils) with special learning needs, taking in to account their educational, cultural and/or religious background, in respect of:

- a bilingual/multilingual childhood
- communication and interaction difficulties
- cognition and learning difficulties
- behavioural emotional and social development needs sensory and/or physical impairment

Additional Duties and Responsibilities

The principal responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and team working is required. The post holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's grade and whenever reasonably instructed.

The post holder will respect the need for confidentiality at all times while performing this role.

The post holder must at all times carry out their responsibilities with due regard to Trust policy and arrangements for Health and Safety at Work.

All staff within The White Horse Federation will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities.

Safe Working Practices with Children

It is the responsibility of each employee to carry out their duties in line with The White Horse Federation's ethos and culture of safe working practices for adults working with children and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for.

General Data Protection Regulations

The post holder is required to comply with GDPR regulations and to maintain awareness of Trust policies and procedures in this area. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.

Equality and Diversity

There is a requirement for the post holder to promote the equality and diversity agenda within their own role and areas of responsibility and across the department. In fulfilling the requirements set out in this job description, the post holder will apply The White Horse Federation's commitment to equality by treating all employees fairly and without discrimination.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post. The job description will be reviewed regularly to ensure that it

relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being processed. Any review will be carried out in consultation with the post holder before any changes are implemented.

Developed by:		Issue Date:	
Post Holder signature:		Signature Date:	

PERSON SPECIFICATION

Qualifications and Training

Essential	Desirable
<ul style="list-style-type: none"> • Good general level of education to include Maths and English GCSE grade C or above, or further relevant experience in the absence of formal qualifications • Have or willing to obtain NVQ level 3 Teaching Assistant, available September 2002 • DCFS Induction (Level 2) or equivalent • NVQ level 2 Teaching Assistant (available September 2002) or equivalent 	<ul style="list-style-type: none"> • Level 3 NVQ Caring for Children and Young People • Level 3 Open College Network Supporting Children Learning

Skills and Experience

Essential	Desirable
<ul style="list-style-type: none"> • Overseeing and supporting the school medical needs policy • Qualified first aider to be part of the First aid rota • Working under the direction of the line manager/classroom teacher, but some discretion is required – works independently with individuals or groups • Working under the direction of the line manager/classroom teacher, but some discretion is required – works independently with individuals or groups • Committed to values based education • Effective role model for all of WHF values 	<ul style="list-style-type: none"> • 2 years' experience working as a grade 2 TA or other relevant experience • 2 years' experience of: working with pupils with SEN or supervising and delivering a catch up programme or supporting a pupil with complex SEN by modifying and delivering programmes as directed by teachers and other professionals • Willingness to support students in PE lesson

Specialist Knowledge

Essential	Desirable

Personal Traits

The successful candidate will:

- Appreciate the differences between people regardless of ability or background and treat peoples' values, beliefs, cultures and lifestyles with respect and dignity at all times.
- Understand the boundaries of appropriate behavior when working with children and young people and always act in a way that respects these boundaries.
- Understand the principles of confidentiality and adhere to them in respect to the information available within the workplace.
- Have values that align with the ethos and culture of The White Horse Federation.

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