

JOB DESCRIPTION

POST:	Teaching Assistant
GRADE:	Grade CD1, SCP 3
RESPONSIBLE TO:	SENDco Lead
STAFF MANAGED:	None
JOB PURPOSE:	<p>To work as part of the Student Support Department in supporting and integrating students with special needs to access learning in mainstream classes.</p> <p>The Teaching Assistant may work with and receive instructions from the SLT, SENDCo, Teachers, SEN Manager and other professionals.</p> <p>The post covers all areas with regards to provision and access for students at the school. Teaching Assistants are expected to support students' cognition and learning; behavioural, social and emotional, medical, sensory and physical, communication, and interaction needs, as directed by the SENDCo through the SEN Manager.</p> <p>1:1 working, small group working and classroom working are all part of the ways in which children access learning at the UTC. In addition, all staff undertake duty activities as directed by the SLT/SENDCo and undertake training through the National college.</p>
ACCOUNTABILITIES / MAIN RESPONSIBILITIES:	
Operational Issues	<ul style="list-style-type: none"> • To develop an understanding of the special needs of the student/s concerned. • To take into account the students special needs and ensure their access to the lesson and its content through appropriate clarification, explanations, equipment and materials. • To help them record work in an appropriate way. • To develop study and organisational skills. • To help keep the students on task and to build motivation. • To help reinforce learning. • To help build the students confidence. • To encourage the inclusion of the student/s within the class. • To undertake all recommended relevant training requested by the SENDCo e.g. specialist medical or restraint training • To administer specialist programmes with students, under the direction of the specialist external services.

	<ul style="list-style-type: none"> • To support students with their personal care - in some cases this can mean assistance with going to the toilet, support for eating food at breaks and lunchtimes. • To provide medical support and administer medication, as required such as EpiPens, and the daily medication of students, under the direction of the SENDCo and Pastoral manger. • To assist students with changing for PE and other activities. • To support the behavioural and emotional needs to students, in line with classroom and school policies. • To undertake assessments of students preferred learning styles. • To support year group mentor times. • To provide emotional support for students and support additional programmes and therapy offered. • To work with students on enrichment activities and support students during examinations and internal assessments. • To scribe, read and provide practical assistance for external examinations, under the direction of the Examinations Officer and SENDCo. • To deliver intervention programmes to small groups of students away from the mainstream classroom.
<p>Communications</p>	<ul style="list-style-type: none"> • To support the teacher in the development and the presentation of the student's individual programme. • To have clear lines of communication with the student's teacher. • To have formal meetings with teachers to enable planning and preparation for lessons, where time permits. • Where appropriate, to act as liaison between students and the teacher. • Involvement in keeping records and evaluation of student's programmes. <p>In relation to the school:</p> <ul style="list-style-type: none"> • To assist in Educational Visits for students with additional needs and other whole school events. • To support whole school events and educational visits for all students of the school. • To work as part of the team in relation to individual students, liaising, advising and consulting where appropriate. • To be aware of school policies and procedures, including those relating to confidentiality. • To identify personal in-service needs and to attend appropriate internal and external in-service training. • Any other tasks as directed by the Principal, which fall

	within the scope of the post.
People/Resource management	<ul style="list-style-type: none"> To liaise with outside agencies and attend meetings and training as required.
Safeguarding	<ul style="list-style-type: none"> Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with. Know about data protection issues in the context of the role. Maintain confidentiality as appropriate.
Systems and Information	<ul style="list-style-type: none"> Be aware that different types of information exist (for example, confidential information, personal data and sensitive personal data), and appreciate the implications of those differences. Share information appropriately - in writing, by telephone, electronically and in person. Have an awareness and basic knowledge of the most recent legislation and the common law duty of confidentiality. Ensure that information systems are in place to ensure that accurate electronic and manual records are maintained and updated as required.
Data Protection	<ul style="list-style-type: none"> To comply with the Trust's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.
Health and Safety	<ul style="list-style-type: none"> Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. To work with colleagues and others to maintain health, safety and welfare within the working environment.
Equalities	<ul style="list-style-type: none"> We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. Ensure services are delivered in accordance with the aims of the equality Policy Statement. Develop own understanding of equality issues.
Flexibility	<ul style="list-style-type: none"> Coast and Vale Learning Trust provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the

	<p>post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with Coast and Vale Learning Trust Policies and Procedures.</p>
<p>Customer Service</p>	<ul style="list-style-type: none"> • Coast and Vale Learning Trust requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment. • Coast and Vale Learning Trust requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values. • Understand your own role and its limits, and the importance of providing care or support.
<p>Date of issue</p>	<p>June 2024</p>

Person Specification

Teaching Assistant

Essential upon appointment	Desirable upon appointment
Experience	
<ul style="list-style-type: none"> Working in a busy environment Willingness to participate in training / other learning activities and performance development as required 	<ul style="list-style-type: none"> Experience working in a school Able to relate well to young people and foster an atmosphere of mutual respect
Occupational Skills	
<ul style="list-style-type: none"> Well-developed interpersonal skills to be able to relate well to a wide range of people including youngsters, staff, families, and carers. Good communication skills Behaviour management 	<ul style="list-style-type: none"> Good understanding of child development and learning
Qualifications	
<ul style="list-style-type: none"> Good literacy / numeracy skills 	<ul style="list-style-type: none"> First aid qualification Childcare Qualification Level 2 or equivalent
Personal Qualities	
<ul style="list-style-type: none"> Dependability and reliability Demonstrate interpersonal skills Confidentiality Ability to work successfully as part of a team Ability to form and maintain appropriate relationships and boundaries with children and young people Emotional resilience in working with challenging behaviours: and attitudes to use authority and maintaining discipline 	
Other Requirements	
<ul style="list-style-type: none"> To be committed to the trust's policy and ethos To be committed to Continual 	

<p>Professional Development</p> <ul style="list-style-type: none">• Enhanced DBS clearance required• Ability to understand the appropriate relationships and personal boundaries with children and young people	
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