



Job Title: Teaching Assistant

School: Green Meadows Academy

Pay Range: B1: 4-6 (pro rata)

Responsible to: Class Teacher

Hours: 32.5 hours per week, term time only - plus 5 days

Role:

To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.

Main Duties:

1. To attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
2. Supporting pupils who may have complex medical needs and who may need emergency medical support, training will be provided.
3. Supporting pupils who require additional support with communication, including those pupils with a mechanical system of communication. The post holder may also be required to use British Sign Language and/or Makaton, (a form of sign language for SEN pupils) if so training will be provided.
4. Supporting pupils with speech difficulties under the guidance of a Speech Therapist to support individual pupils with specific needs - in-house training provided.
5. Providing support to pupils who need assistance with personal care, such as feminine hygiene, changing nappies etc. for incontinent pupils and assisting pupils to use the toilet if they are unable to use the toilet unaided.
6. Feeding pupils and assisting them with drinking, in-house training given.
7. Supporting pupils who because of their physical needs may need to be lifted and carried and/or in transported in wheel chairs, training will be provided. Due to the clientele of the SILCs where pupils may be aged from 2-19 years of age, the pupils may be adult size and weight.

8. The post holder may also be required to assist pupils with physiotherapy under the guidance of physiotherapist.
9. The post holder may be required to restrain pupils who may harm themselves or others. Some pupils may bite, kick, nip and punch etc. themselves staff and or other pupils. Training will be provided on how to restrain pupils appropriately.
10. To supervise and support pupils ensuring their safety and access to learning
11. To establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
12. To promote the inclusion and acceptance of all pupils
13. To encourage pupils to interact with others and engage in activities led by the teacher
14. To encourage pupils to act independently as appropriate
15. To prepare classroom as directed for lessons and clear afterwards and assist with the display of pupil's work.
16. To be aware of pupil problems/progress/achievements and report to the teacher as agreed.
17. To undertake pupil record keeping as requested
18. To support the teacher in managing pupil behaviour, reporting difficulties as appropriate
19. To gather/report information from/to parents/carers as directed
20. To provide clerical/administrative support - photocopying, typing, filing, collecting money etc.
21. To support pupils to understand instructions
22. To support pupils in respect of local and national learning strategies - literacy, numeracy, KS3, early years, as directed by the teacher
23. To support pupils in using basic ICT as directed
24. To prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.
25. To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
26. To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
27. To contribute to the overall ethos/work/aims of the school

28. To appreciate and support the role of other professionals
29. To attend relevant meetings as required
30. To participate in training and other learning activities and performance development as required.
31. To assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
32. To accompany teaching staff and pupils on visits, trips and out of school activities as required.

Any Special Conditions of Service:

There is a requirement to submit to an enhanced Criminal Records Bureau background check. Term time working. There may be a need to occasionally work outside of school hours and off school premises, as required by the school. No smoking policy.

Safeguarding Responsibilities:

- We expect all staff to understand and implement the contents of policies relating to safeguarding including the Child Protection Policy, the Safer Recruitment Policy, the safe working practice policy, the Keeping Children Safe in Education Guidelines, the Safeguarding policy and any other relevant policies as applicable. We expect all Valley View Community Primary School employees to:
- Adhere to all safeguarding arrangements so that pupils stay safe, are healthy, make a positive contribution, enjoy and achieve, and develop skills for economic well-being
- Protect pupils from bullying, racist abuse, harassment or discrimination, and promotes good behaviour
- Maintain health and safety policies and procedures, including conducting necessary risk assessments as well as regular checks on equipment and premises
- Support the provision of a safe environment and secure school site
- Support the needs of pupils with medical conditions
- Identify and respond appropriately to child welfare and child protection concerns
- Work effectively with key agencies to safeguard and promote the welfare of children
- Prioritise safeguarding, and support the monitoring of policies and practices
- Support to ensure that adults working with children are appropriately recruited and vetted, and receive appropriate training, guidance, support and supervision to undertake the effective safeguarding of pupils.

PERSON SPECIFICATION

Essential Criteria	How Identified	Desirable Criteria	How identified
PERSONAL SKILLS & ATTRIBUTES			
Good numeracy/literacy skills	Application form and selection process	Maths and/or English Grades GCSE A-C or CSE level 1	Provide evidence by producing certificate
Use basic technology – computer, video, photocopier	Application form and selection process		
Ability to relate well to children and adults	Application form and selection process		
Ability to work constructively as part of a team	Application form and selection process		
KNOWLEDGE & UNDERSTANDING			
Working with or caring for children of relevant age	Application form and selection process	Appropriate knowledge of first aid	Application form
Understanding classroom roles and responsibilities and your own position within these.	Application form and selection process	To be aware of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection.	Application form and selection process
QUALIFICATIONS/TRAINING			
Participate in development and training opportunities	Application form and selection process	Completion of DfES Teacher Assistant Induction Programme	Application form and Certificate
OTHER CONDITIONS			

- You will be expected to attend and participate in a wide variety of meetings as well as training and development activities to support Trust, Academy and your own professional development.
- All staff, regardless of their position, are expected to undertake Team Teach training and work within "good practice" guidelines using a range of positive handling strategies, gradual and graded, involved in holding, guiding and escorting safety, from least intrusive to more restrictive holds.

- As part of your wider duties and responsibilities you will be required to promote and actively support the school's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.
- The post holder must be willing to undertake an enhanced Disclosure and Barring Service check. Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.