



JOB DESCRIPTION

Post:	Teaching Assistant
Grade:	4 (scale point range: 7 – 10)
Hours per week:	27.5 (9.15am to 3.15pm with 30 minutes unpaid lunch)
Term Time Only:	39 weeks per academic year (term time plus INSET days)
Leave Entitlement:	5.5 weeks rising to 6.5 weeks after 5 years (leave must not be taken during term time)

JOB PURPOSE

To support teaching staff with their responsibility for the development and education of the pupils, who have a wide range of special needs.

MAIN DUTIES AND RESPONSIBILITIES

Under the direction and control of the classroom teacher or designated supervisor to:

- actively engage in the pre-determined educational activities and work programmes
- assist in personal and individual development of individual or groups of pupils
- supervise the activities of individuals or groups of pupils
- ensure pupils' safety
- undertake activities necessary to meet the physical and emotional needs of individuals and groups of pupils, including supporting pupils in the swimming pool
- report all safeguarding concerns promptly to a line manager, designated safeguarding officer or lead
- perform specialised procedures associated with a child's particular needs (following any necessary specific training), for example: personal & intimate care; administration of medication (oral, rectal); care for a child during a medical crisis (such as seizure or diabetic coma); facilitate mobility
- assist with preparing classroom resources as reasonably requested by class teacher
- assist with general laundry duties
- participate in trips out of school (where qualified to drive the school minibus if required)
- help keep classrooms, associated areas and the school clean and tidy
- attend training sessions provided by the school

SUPERVISORY RESPONSIBILITY

None

SUPERVISION RECEIVED

Teacher/ Grade 6 Teaching Assistant /Assistant Headteachers /Headteacher

PRINCIPAL CONTACTS

Pupils, Parents, Teachers, Teaching Assistants, Assistant Headteachers, Headteacher and other professional groups

SPECIAL CONDITIONS

This post is term time only. The post holder will be expected to take leave entitlement during designated school holidays.

EQUAL OPPORTUNITIES

The post holder is required to assist in the implementation of SAND Academies Trust's equal opportunity objectives, and the school's Equal Opportunities Policy.

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

PERSONAL SPECIFICATION Teaching Assistant Grade 4 (pt 7 – 10)

Criteria	Essential	Desirable
Qualifications and experience	<ul style="list-style-type: none"> - Experience of working with children - Experience of supporting teaching and learning (under supervision) - No formal qualifications necessary 	<ul style="list-style-type: none"> - Teaching assistant - Childcare - Learning Support - Social Work (Where the qualification is regarded as directly relevant to the needs of the job) - Nursing (Where the qualification is regarded as directly relevant to the needs of the job) - Physio & Speech Therapy (Where the qualification is regarded as directly relevant to the needs of the job) - Health and Social Care (Where the qualification is regarded as directly relevant to the needs of the job) - Other relevant qualifications, at a similar level to the above, may be considered
Skills and Knowledge	<ul style="list-style-type: none"> - Good literacy and numeracy skills - Good organisational skills - Ability to build effective working relationships with pupils and adults - Skills and expertise in understanding the needs of all pupils - Knowledge of how to help adapt and deliver support to meet individual pupil needs - Excellent verbal communication skills - Active listening skills - Ability to remain calm in stressful situations - Knowledge of guidance and requirements around safeguarding children - Good ICT skills, particularly using ICT to support learning 	<ul style="list-style-type: none"> - Experience of working with pupils with special educational needs (Including both Severe and Profound and Multiple Learning Difficulties) - Interested in continual professional development

	<ul style="list-style-type: none"> - Understanding of roles and responsibilities within the classroom and whole school context 	
Personal Qualities	<ul style="list-style-type: none"> - Enjoyment of working with children - Sensitivity and understanding, to help build good relationships with pupils - A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school - Commitment to maintaining confidentiality at all times - Commitment to safeguarding pupils' wellbeing and equality 	<ul style="list-style-type: none"> - Additional skills and interests which would be of benefit to the school - A good sense of humour