Job Description
Teaching Assistant

Job Title	Teaching Assistant
Supervised by	Class Teacher
Responsible for	The students you support, all students in school, Liaison with Multi Professional team working both in and outside of school.
Working with	Principal, Senior Leadership Team, students and parents, other members of the teaching and non-teaching staff, the Governing Body and other professionals.

Aims and purpose of the role

The key objective of the role is to work under the guidance of teaching staff to support learners make exceptional progress in all aspects of school life. To assist the teacher in the management of students and the classroom. Work may be carried out in the classroom or outside the main teaching area.

General duties and responsibilities

Support for students

- Supervise and provide particular support for students, ensuring their safety and access to learning activities.
- To follow the guidelines for individual support, personal care needs and medical interventions (including but not exclusively gastro feeding, administering drugs) undertaking any required training.
- To ensure students are moved according to their written manual handling care plans, raising any concern with the Moving and Handling Advisor.
- To follow general instructions and guidance to fully support all teaching and learning activities in the classroom including the competent and regular use of ICT, including a range of communication aids.
- Establish constructive relationships with students and engage with them purposefully in all aspects of school life.
- Promote the inclusion of all students.
- Encourage students to interact with others and engage in activities led by the teacher.
- Set challenging and demanding expectations that promote resilience, self-esteem, social skills and independence.

Support for teacher

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of students' work.
- Use strategies, in liaison with the teacher, to support students to achieve learning goals.
- Assist with the planning of learning activities.

- Monitor students' responses to learning activities and accurately record achievement/progress as directed.
- Provide detailed and regular feedback to teachers on students' achievement, progress and pastoral development.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility.
- Establish constructive relationships with parents/carers.
- Administer routine test and invigilate exams and undertake routine marking of students' work as required.
- Provide administrative support e.g. photocopying, typing, filing, collecting money, administering coursework etc.

Support for the curriculum

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Support the use of ICT in learning activities and develop students' competence and independence in its use.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist students in their use.

Support for the school

- Be aware of and comply with policies and procedures relating to child protection and safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.
- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support and promote the school's values and vision.
- Make a positive contribution to the wider life and ethos of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development, as directed.
- Assist with the supervision of students during lessons, transitions and at break and lunchtimes.
- Accompany other staff and students on visits, trips and out of school activities as directed and take responsibility for a group under the supervision of the teacher.

Person Specification and Selection Process
Teaching Assistant

This person specification will be used for recruitment to the Teaching Assistant role. It will form the basis of the application form, and candidates will also be assessed against aspects of this person specification at interview.

Essential on Appointment	Desirable
Qualifications	
• GCSE grade C or Level 2 equivalent functional skills in English and Maths	• NVQ 2 and/or equivalent qualification in relevant area
Knowledge and Experience	
• Proven successful experience working with or caring for children in any setting • Basic understanding of child development and learning	• Proven successful experience working within a school • Proven successful experience working with children with learning disabilities • General understanding of appropriate curricula for young people with learning disabilities • Experience and understanding of practice and principles for Safeguarding children within an educational setting
Skills and Qualities	
• The ability to work constructively as part of a team, follow line management structures and understand classroom roles and your own position within those responsibilities • The ability to follow the school's Child Protection and Safeguarding Policy and procedures and undertake mandatory Safeguarding training as directed by the school • An ability to approach the management of challenging behaviour with sensitivity and patience and via a team-based approach • The ability to explain things clearly to support learners in making exceptional progress • A full commitment to supporting young people with learning disabilities	• The ability to organise and deliver classroom activities • The ability to implement a range of Teaching and Learning strategies • Effective use of ICT to support high quality learning • An interest in further study in the field of Learning Disabilities and ASD

• Proficient IT skills and the confidence and willingness to use and develop them • Ability to deal directly and communicate routine information sensitively with confidentiality • Effective and professional communication skills with the ability to engage young people • Ability to work in a way that promotes the safety and wellbeing of students • Ability to promote a positive image of the school	
Personal Skills	
• Ability to evaluate own learning needs and actively seek learning opportunities • Highly adaptable and flexible • Patience, resilience, empathy and a positive 'can do' disposition • High levels of emotional literacy, self-awareness and recognition of own feelings and knowing how to manage them • Committed to reflecting on own performance, seeking and accepting constructive feedback and learning from own experiences	• Current driving licence and own transport

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service (DBS) as part Orchard Hill College & Academy Trust's pre-employment checks.

As part of Orchard Hill College& Academy Trust's pre appointment checks, current and past employers will be contacted for short listed candidates.

Any discrepancies or anomalies, and/or issues from references will be discussed at interview with shortlisted candidates.