

## Job Description

**Job Title:** Teaching Assistant

**Grade:** Kent Scheme - KR3

**Contracted Hours:**

**Responsible to:** Class Teacher

### Job Purpose:

To work as directed by the class teacher and or Leader and Deputy of Aspen 2 to enable students with special educational needs to access the National Curriculum in line with the school policy of inclusion.

### Principle Duties and Responsibilities

- To work as part of an inter-disciplinary team under the immediate direction of the class teacher to whom you are responsible.
- To be familiar with a range of teaching resources and strategies suitable for the needs of individuals or small groups and to use them effectively seeking guidance from the class teacher where required.
- To support students as directed in appropriate areas of the curriculum, individually or in small groups, under the guidance of the teacher or the head of Aspen 2.
- To be aware of the lesson plan and support the class teacher in its delivery including discussing any appropriate modifications to the plan which may be required to support individual students' needs.
- Under the direction of the class teacher prepare differentiated materials and resources as identified in the Statement of Special Educational Needs and the Individual Education Plan.
- To observe pupils and provide written or verbal feedback to the class teacher on pupil progress and wellbeing in accordance with the agreed classroom practices as directed.

- To undertake specific therapeutic programmes as developed and supervised by visiting therapists / class teacher, provide written or verbal feedback referring any queries to the class teacher.
- To assist specific students with personal care activities (including dressing, feeding, toileting) in accordance with agreed school protocols and reporting any concerns to the class teacher.
- To assist specific students with mobility issues including undertaking transfers / lifting in accordance with agreed school protocols and ensuring the correct use of manual handling equipment.
- To maintain and care for resources / equipment and classroom environment. To help in the preparation and tidying of the classroom throughout the day.
- To assist pupils with the use of ICT and other equipment to support their learning
- To supervise pupils during break / lunch facilitating activities and encouraging their social interaction / integration at these times.
- To administer drugs or medication to individual pupils in the unit and Dover Christ Church Academy whenever necessary in accordance with agreed school procedures.
- To actively support the teacher in behaviour management and to reinforce agreed rules in working with students.
- To have an awareness of the needs (learning, medical, care and pastoral) of the students within Aspen 2, seeking guidance from the class teacher as required.
- To undertake administrative tasks in support of the class teacher – including photocopying / preparation of displays.
- To take part in staff meetings when called to do so.
- To respect the confidential nature of all information gained either verbally or in writing.
- To be responsible directly to the Leader of Aspen 2 for the safety and well being of pupils when left alone with them, and follow the school's safeguarding policy.
- To participate in the performance management process of the School, to reflect on personal performance and development needs and take full advantage of the training and development available.
- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

## Person Specification

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<p>Essential</p> <ul style="list-style-type: none"> <li>• Level 2 in English and Maths (GCSE or equivalent)</li> </ul> <p>Desirable</p> <ul style="list-style-type: none"> <li>• CPD relevant to the role</li> </ul>
<b>EXPERIENCE</b>	<p>Essential</p> <ul style="list-style-type: none"> <li>• Previous experience of working with young people in the public, private or voluntary sector</li> </ul> <p>Desirable</p> <ul style="list-style-type: none"> <li>• Previous experience working in a role supporting students in a school setting</li> <li>• Previous experience working with young people with special educational needs or disabilities</li> </ul>
<b>SKILLS AND ABILITIES</b>	<p>Essential –</p> <ul style="list-style-type: none"> <li>• Numeracy and literacy skills</li> <li>• Basic IT skills</li> <li>• Practical skills – art / craft / cooking / gardening etc</li> <li>• Strong communication / interpersonal skills</li> <li>• Good listening and observational skills and ability to provide clear / accurate written or verbal feedback</li> <li>• Ability to establish positive relationships with students, understand their needs and respond accordingly</li> <li>• Ability to take and follow direction and comply with agreed procedures</li> <li>• Ability to work flexibly</li> <li>• Ability to demonstrate patience and remain calm under pressure</li> <li>• Consistent, fair approach and ability to maintain boundaries where needed</li> <li>• Ability to work collaboratively with colleagues</li> <li>• Ability to use specialist equipment / resources through training and supervision</li> </ul>

<b>KNOWLEDGE</b>	<p>Essential –</p> <ul style="list-style-type: none"> <li>• Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities, SEN code of practice and confidentiality</li> </ul> <p>Desirable</p> <ul style="list-style-type: none"> <li>• Knowledge of the needs of students with special educational needs or disabilities</li> <li>• Knowledge of the secondary school curriculum</li> </ul>
<b>ADDITIONAL REQUIREMENTS</b>	

**To Whom Responsible**

To the Leader of Aspen 2, Dover Christ Church Academy

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*The Job Description will be reviewed by September 2018, or earlier if necessary. In addition, it may be amended at any time after consultation with the post holder.*