

## **JOB DESCRIPTION**

### **South Chingford Foundation School**

<b>JOB TITLE:</b>	Teaching Assistant
<b>RESPONSIBLE TO:</b>	SENCO
<b>GRADE/PAY RANGE:</b>	Scale 2 (spinal points 3-4) or Scale 3 (spinal points 5-6) depending on qualification/experience
<b>HOURS:</b>	29.42 hours per week x 44.4 weeks per year
<b>PURPOSE OF THE JOB:</b>	The Teaching Assistant (SEN) will be a member of a multidisciplinary team working with individuals and groups in the classroom under the direction of the teacher.

## **MAIN DUTIES AND RESPONSIBILITIES**

### **Overview of TA role**

1. Supervise and provide particular support for SEND students, ensuring their safety and access to learning activities.
2. Use strategies, in liaison with the teacher, to support students to achieve learning goals.
3. Assist with the planning of learning activities and support the classroom teacher in the management of students and the classroom.
4. Take shared responsibility for care and welfare of SEND students including dealing with their therapeutic, pastoral and personal care needs.
5. Assist with the development and implementation of EHCP objectives, including toileting and personal hygiene programmes (where agreed), eating and drinking programmes, physical positioning, dressing and grooming.
6. Promote the inclusion and acceptance of all students.

7. Establish and maintain relationships with individual students and groups including acting as a key worker for specific EHCP students and to liaise with parents as appropriate.
8. Weekly attendance at Inclusion team meetings and other relevant meetings.
9. Writing, monitoring and updating key documentation including student passports, provision maps and annual review documentation.
10. To undertake before school, break and lunch time duties if necessary. This may involve a regular lunch duty.
11. To undertake other duties of a similar level and responsibility as may be required from time to time.

### **Support for Teachers**

1. Monitor pupils' responses to learning activities and accurately record achievement/progress as directed by the Head of Faculty.
2. Provide detailed and regular feedback to teachers on pupil's achievement, progress, problems etc.
3. Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.

### **General**

1. These above mentioned duties are neither exclusive nor exhaustive and the postholder may be required to carry out other duties as required by the School.
2. Always to perform duties in all elements of the role in a professional manner and with integrity, mindful of confidentiality as appropriate.
3. To be committed to, and comply with, all school policies.
4. To comply with all provisions of the Health and Safety at Work Act 1974, any other relevant legislation and with all school Policy and Practice relating to Health and Safety at Work.

5. To participate in appraisals annually in line with school policy.
6. To participate in continuing professional development opportunities as directed or identified through appraisal and ensuring ability to fulfil role effectively.
7. To manage both internal and external relationships, striving for excellence in stakeholder satisfaction.
8. To work effectively and successfully in your team within school.

### **Other requirements**

To have an up-to date Enhanced DBS Disclosure.

### **Safeguarding**

Safeguarding students of the Trust is a priority. All appointments to posts in the Trust are made through stringent adherence to the requirements of 'Keeping Children Safe in Education' (most recent edition). The schools in the Trust maintain a cohort of staff trained in Safer Recruitment and the trained colleague(s) most appropriate to this post will participate in the selection process.

All staff will be trained annually in Child Protection requirements. Cognisant of Part 1 of 'Keeping Children Safe in Education', (most recent edition), staff are required to refer all Child Protection concerns to the Child Protection trained staff team in their school (recognising that they can refer directly themselves to LWBF in extraordinary circumstances). Those trained in Child Protection are identified throughout Trust and school documentation and on the school websites.

Within their work, employees are required to identify, attempt to prevent or at least minimise the risk of interpersonal abuse or violence; safeguarding children, other vulnerable people and themselves. This includes the timely sharing of information with appropriate colleagues to enable action to be initiated and protection to be afforded to both students and/or colleagues as needed.

All employees are required to be aware of and update colleagues, as appropriate, to comply with current legislation and statutory guidance which will affect their practice in role and must adhere to all policies and protocols of Chingford Academies Trust and their school within the Trust.

Name of post holder .....

Signature ..... Date .....

**SOUTH CHINGFORD FOUNDATION SCHOOL**
**PERSON SPECIFICATION**
**Teaching Assistant**

<b>JOB REQUIREMENTS</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment (I/A/R)*</b>
<b>Qualifications</b>			
GCSE Maths minimum grade C or equivalent	✓		A
GCSE English minimum grade C or equivalent	✓		A
Specific Teaching Assistant qualification or willingness to work towards one		✓	A
<b>Experience</b>			
Experience of working in a secondary school with students with Special Educational Needs		✓	A/I/R
Experience of working with children / young people with SLCN and ASD		✓	A/I/R
Experience of using at least basic ICT.	✓		
<b>Knowledge and Understanding</b>			
An understanding of classroom roles and responsibilities.	✓		A/I/R
<b>Skills and Abilities</b>			
Ability to demonstrate professional communication and interpersonal skills both written and verbal.	✓		A/I/R
Ability to deal with inappropriate behaviour in a calm and non-judgmental way following school guidance.	✓		

Ability to handle sensitive issues relating to students, keeping confidentiality as required	✓		A/I
<b>Personal Attributes</b>			
A passion for working with students with SEND	✓		A/I/R
Enthusiastic and willing to learn	✓		I/R
Flexible, proactive and resourceful	✓		I/R
Willingness to work flexibly to meet the needs of the students as demand dictates		✓	I/R
Ability to motivate others	✓		I/R
High level of resilience and determination	✓		I/R
Calm and organised approach to work including times when under pressure	✓		I/R
<b>Other Requirements</b>			
Flexible approach to work	✓		I/R
Ability to work well as part of a team	✓		A/I/R
Ability to quickly gain the respect of all students and staff and foster appropriate relationships	✓		R
Committed to school ethos and direction	✓		I
Understanding of Safeguarding Procedures	✓		I
High standard of punctuality	✓		I/R
A commitment to on-going personal development and willingness to undertake appropriate training	✓		I
Appointment to the post is subject to a satisfactory enhanced DBS check	✓		Post interview

This post is exempt from section 4(2) of the Rehabilitation of Offenders Act, 1974, as the duties give you access to persons who are under the age of 18.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be

taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.'

***“The Trust as an employer is committed to safeguarding and promoting the welfare of children and young people as its number one priority. This commitment to robust Recruitment, Selection and Induction procedures extends to organisations and services linked to the school on its behalf”. (Ref: Safeguarding Children and Safer Recruitment in Education 2007).***

\*I - Interview R – Reference L - Lesson observation A - Application Form