



## Job Description & Person Specification

<b>Job title</b>	Teaching Assistant
<b>Hours of work</b>	8.40am to 3pm Monday to Friday (term time only)
<b>Contract status</b>	Permanent part-time
<b>Pay grade</b>	Grade E, spinal point 6 to 8 £25,989 to £26,824
<b>Actual annual salary</b>	£17,369 to £17,767 pro rata

### **Safeguarding children, young people and vulnerable adults**

Hardenhuish School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

### **Job Purpose**

Under the direction of the Teacher(s), to generally support pupils in a mainstream school to access learning

### **Responsible to**

Debbie Bennett, Curriculum Leader for Learning Support & SENCO

Andrea Gould, Business Manager has overall responsibility for all school support staff

### **Contacts**

Effective working relationships will need to be formed with all staff members of the Learning Support Department, key members of office staff, all pupils and teaching staff.

### **Key Tasks**

**Supporting pupils learning, either in groups or through 1:1 work.** The exact tasks will depend on the learning support needs of the pupil/s but may include:

1. clarifying and explaining instructions
2. ensuring pupils are able to use equipment and materials provided
3. motivating and supporting pupils
4. assisting in weaker areas, e.g. language, reading, spelling, handwriting, presentation
5. helping pupils to concentrate on and finish work set
6. meeting physical needs as required while promoting independence
7. liaising with class teacher and Special Educational Needs Co-ordinator
8. as specified by the Teacher, developing appropriate resources to support pupils

### **Supporting pupils' self-esteem, inclusion and behavioural development, e.g.**

9. encouraging an acceptance and inclusion of the pupil with special needs
10. developing methods of promoting/reinforcing the pupil's self-esteem and independence
11. providing individual supervision in and out of the classroom for pupils with behavioural problems
12. establishing a supportive relationship with pupils
13. reinforcing the school ethos, e.g. expectations of behaviour within class and elsewhere on the school site
14. supervising pupils on outings, school activities etc

### **Supporting the Teacher/s, e.g.**

15. as directed by the Teacher, adapting and interpreting lessons and instructions to pupils
16. in conjunction with the class teacher (and other professionals as appropriate) developing system/s of recording pupil progress and contributing to the maintenance of this record
17. providing regular feedback about pupils to the Teacher/s

### **Supporting the curriculum**

18. supporting the delivery of the Literacy and Mathematics strategies along with other aspects of curriculum and the enhanced curriculum offered by the school

### **Other Duties**

This job description is intended as a guide to the general duties required of the post.

The postholder may be required to undertake training and perform duties other than those given in the job description. The duties and responsibilities attached to posts may vary from time to time. Such variations are a common occurrence and would not justify the re-evaluation of a post. Where a permanent and substantial change in the duties and responsibilities occurs, then the post would be eligible for re-evaluation.

### **Disclosure and Barring Service**

The nature of the work requires that the postholder has undergone checks by the Disclosure and Barring Service and has enhanced clearance.

### **Equal Opportunities**

All employees have a responsibility to understand and abide by the obligations laid down in the school's equal opportunities policies.

### **Health and Safety**

All employees have responsibility for their own health and safety and for that of others who may be affected by their acts, or omissions. Staff are required to adhere to all health and safety regulations, guidance and procedures at all times.

### **Data Protection**

All employees of the School are expected to conform to Data Protection legislation and only divulge confidential information of any sort, in relation to the School's business, to authorised third parties, in accordance with the current pertaining Data Protection Policy, Freedom of Information Policy and Security of Information Policy, all of which are available on the School's website and will be issued to you in September. All staff are required to read these policies annually and to adhere to them.

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

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

**Person Specification**

<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
At least 5 GCSEs or equivalent at C grade or above to include English and Maths	•	
Wilts LSA level 3 or other LSA qualification		•
First Aid at Work Certificate		•
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>
Experience in at least one primary or secondary school	•	
Experience with children with special needs	•	
Experience in Key Stage 2, 3 or 4		•
Experience with children with a range of SEN		•
Experience with children with medical needs such as cerebral palsy, diabetes and epilepsy		•
<b>Personal Qualities</b>	<b>Essential</b>	<b>Desirable</b>
Positive attitude to pupils with special needs	•	
High expectations	•	
Flexible and open minded	•	
Ability to work in a team	•	
Clear understanding of and respect for confidentiality	•	
Ability to liaise effectively at all levels	•	
Empathy	•	
Good communication skills	•	
Ability to help resolve conflict and deal sensitively with difficult situations	•	
Positive attitude to personal development and continuous professional development	•	
A friendly disposition and good sense of humour	•	
Smart appearance	•	
Willingness to undertake first aid training	•	
Awareness of current issues relating to children with special needs		•
An interest in the provision for the most able		•