Teaching Assistant (TA1)

Job Title	Teaching Assistant (TA1)
School	Hexham Priory School
Grade	SPC 5-6
Salary	**Hours/Term Time Only Permanent**
Team	
Accountability	Classroom Teacher

Main objectives

- To work under the direct instruction of teaching staff and other professionals, usually in the classroom with the teacher but also within other settings, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.
- To support pupils with a range of additional needs from profound to moderate learning difficulties plus social and emotional and needs depending upon the school designation.

Specific Aspects of this position

Support for Pupils

- Attend to the pupil's personal needs and implement related personal programmes, including social, physical, hygiene, first aid and welfare matters. This may involve intimate care of children that are not yet, or may never be, toilet trained
- Support pupils with a range of medical needs, for example seizures, asthma, diabetes.
- If applicable, administer medication in accordance with an agreed plan under direction of the Head and following appropriate training/sign off.
- Attend specific health training and support the health needs of specific pupils as required
- Support delivery of the universal offer of therapy programmes. This may include, but not limited to, meeting the moving and handling needs of pupils as directed by SLT and in line with EHCP
- Support for pupils who are in emotional crisis, inline with training received and following the schools protocols in relation to this.
- Supervise and support pupils ensuring their safety and access to learning.
- Supervise and support pupils during breaks and lunch to include helping them with eating lunch and lunch time activities

- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- To participate in additional training to update knowledge in medical / first aid in relation to individual pupil needs.
- Encourage pupils to act independently as appropriate.

Support for Teachers

- Prepare classroom as directed for lessons and clear afterwards and assist with the display of pupils work.
- Maintaining the smooth and efficient running of the classroom by overseeing the management of the class for short periods of time, such as when supervising routines, transitions, or, by prior arrangement and on an infrequent basis
- Understanding planning and aligning practice with the class or hubs planned curriculum
- To actively engage in the evaluations and feedback of pupils work
- To work with the staff team to recognise individual members strengths and contributions in order to best support pupils
- Contribute to the maintenance of a safe, pleasant and stimulating teaching environment.
- Prepare materials as required by the teacher.
- Be aware of pupil problems/progress/achievements and report to the teacher as agreed.
- Contribute to formal and informal assessments and contribute to and attend Annual Reviews of pupils.
- Undertake pupil record keeping as requested.
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
- Gather/report information from/to parents/carers as directed.
- Provide clerical/administrative support e.g. photocopying, typing, filing, collecting money etc.
- Maintain constructive relationships with parents and carers.
- Administer routine tests and invigilate exams (where appropriate)

Support for Learning

- Support with planning , preparation and delivery of activities for small groups of children under the direction of teacher.
- Contribute ideas for increasing pupil engagement
- Lead on some activities for larger groups of children under the supervision of the teacher.
- Support pupils to understand instructions.
- Support pupils in using standard and specialised equipment as directed.
- Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.

Support for the School/Trust

- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute and uphold the overall ethos, work, aims and values of the school.
- Appreciate and support the role of other professionals.

- Attend relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.
- A willingness to work across the school as directed by Senior Management to support the needs and best interest of the pupils

DBS

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 as part of the Eden Academy Trust's pre-employment checks.

This list is only an indication of the main tasks required to be performed. It is not an exhaustive list of duties and responsibilities and may be subject to reasonable amendments to take account of changing circumstances.

The Eden Academy Trust reserve the right that you may be required to undertake such other duties and/or hours of work as may reasonably be required of you commensurate with your grade at your normal place of work or from another location within the Trust.

PERSON SPECIFICATION

Qualifications and Experience

- Any relevant qualification is desirable but not essential.
- Level 2 qualification in Maths and English (e.g GCSE or equivalent)
- Experience of working with Primary and / or Secondary school age children preferably within a learning environment.
- Experience of working with children with special educational needs and/or complex learning difficulties.

Knowledge and Understanding

- Able to work constructively as part of a team, understanding classroom roles and responsibilities.
- The ability to communicate well in both verbal and written format with a good level of numeracy and Literacy
- Can demonstrate an understanding of the needs of children with a range of learning difficulties
- Able to use basic technology - computer, video, photocopier.
- Understanding of relevant policies, including safeguarding, codes of practice and awareness of relevant legislation.
- Understands the need for sensitivity and confidentiality.
- Can demonstrate an understanding of the importance of safeguarding in the context of a school supporting vulnerable children and acting in a way that at all times safeguards pupils
- Willingness to undertake training as required

Qualities

- Can demonstrate a caring and supportive attitude towards children and their families.
- Ability to relate well to, and engage with, children
- Ability to communicate well with children, parents and professionals.
- Ability to take appropriate initiative and work independently.
- Ability to handle pressure and remain calm.
- Demonstrate understanding, patience, empathy and the ability to work in a non judgemental way
- Be motivated to learn within and outside of the work setting.
- Ability to adapt to changing circumstance with class, hub or school
- A willingness and commitment to support the wider life of the school
- A commitment to modelling personal conduct that represents the school in the best light at all times