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| **Job Description: Teaching Assistant (Special)** |

The Oak Partnership Trust is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership

**Job Details**

**Salary**: Grade 14

**Reports to**: Head Teacher / SLT

**Functional relationships include:** Leaders, teachers, support staff, central team, pupils and families

**Responsible for**: Functional relationships include: To complement teachers’ delivery of the curriculum and contribute to the development of other support staff, pupils, school policies and strategies.

**Main purpose of role**

* To provide support for learners, the teacher and the school in order to raise standards of achievement for all pupils.
* To encourage pupils to become independent learners.
* To provide support for their welfare.
* To support the inclusion of pupils in all aspects of their local community and school life.

**Duties and Responsibilities**

**TAs are expected to meet an uphold the professional standards for TAS.**

**In addition, here are the key responsibilities of the role:**

* To promote and value the aims of the school.
* An absolute commitment to (Continuing Professional Development) CPD, that may, according to the needs of the school, require the post holder to attend training out of hours.
* Work as part of the staff team at the direction of the Head teacher/Deputy/ Assistant Head Teacher/Class Teacher to support teaching provision and pupils' learning.
* Under the guidance of the Class Teacher, to work with individuals and groups of learners in class, to help them to achieve to the best of their ability.
* Under the direction of the class teacher, make assessments of the work undertaken by pupils in activities you supervise and report those assessments to the class teacher.
* Under the direction of the class teacher, to maintain records of the progress of pupils in their work.
* To maintain records in the classroom of incidents involving challenging behaviour by learners.
* To provide objective and accurate feedback to the learner, helping them to scaffold and extend their learning.
* At the direction of the Class Teacher, to assist in the preparation and arrangement of teaching areas and the maintenance of resource areas in class and around the school.
* Under the direction of teaching staff, supervise children, sometimes alone, using cloakrooms, toilet facilities, school minibuses and playgrounds, and entering and leaving school transport.
* Support the programmes for any targeted interventions for individuals and small groups and assist learners to access the full curriculum, including work experience and off site activities.
* Under the direction of the Teacher to maintain links /knowledge with parents and other professionals
* Communicate and liaise with other members of school staff in order to ensure the most effective provision for learners' academic, emotional and social development
* Provide support for learners' emotional and social development by encouraging and modelling positive behaviour, and dealing with disruption as agreed in the school's Behaviour Policy.
* Ensure the physical welfare of all learners and assist them with their physical needs as appropriate and agreed.
* Assisting physiotherapists, speech therapists and other such professionals in the execution of teaching or therapy programmes.
* Supervise pupils during play and lunchtimes.
* Attend educational visits with learners, in accordance with school policies and safety guidelines, providing assistance with learners' care and welfare and with the learning activities undertaken.
* To attend and take part in events such as Open Evening.
* To assist with the care of sick or injured children, including escorting them home or to hospital as necessary.
* Undertake any other reasonable duties from time to time as may be directed by the Head teacher or Class Teacher

**Personal responsibilities:**

* To have a professional attitude and be a positive role model to our learners, in attitude, behaviour, dressing appropriately for curricula activities i.e. in PE to wear appropriate foot wear and clothing.
* To be punctual and be in class ready to discuss the day’s activities with the class teacher and help to prepare the classroom and organise equipment for the day. A
* Assisting learners to their transport or any other necessary tasks.
* A high level of attendance is expected and engage with all Trust absence procedures and policies following a period of absence
* To be a cooperative, empathic member of staff who contributes fully to the smooth running of the class/school
* Be aware of key school plans and abide by, policies and procedures, especially the Health and Safety Procedures, Child Protection Procedures and the Code of Conduct.
* Take part in the in annual appraisal in order to identify and agree development and training needs.
* Undertake identified training/twilight training that is required to enable you to provide the school with:
* effective support (ii) extend own knowledge and expertise (iii) of working with our learners. Training may be provided off site or in school.
* To attend staff meetings as required.
* To treat all members of the school community equally.
* To follow the school policy of Confidentiality and respond sensitively to learners needs.
* To promote the safeguarding of children.

**Working relations and contacts**

To develop and maintain working relationships with other professionals both internal and external.

**Skills and qualifications**

Please refer to the person specification for full details. Please note all original qualification certificates will need to be presented on the day of Interview for verification and production of these certificates' forms part of the conditional offer checks and will be held on your personnel file.

**Confidentiality**

During your employment, you will have access to information of a confidential nature. Under no circumstances may this information de divulged or passed onto any unauthorised person or organisation.

**Data Protection**

During your employment, you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 1984 and properly applied to pupil, staff and school business/information. You are required to undertake annual GDPR training.

**Further information**

**Probation**: This post is subject to a 6-month probation period. There may be circumstances when the probation period needs to be extended.

**Additional duties and information**

* To contribute to the ethos and aims of the trust
* TOP is committed to safeguarding and promoting the welfare of children and young people. All staff working within the Trust are expected to share a commitment to doing this. You will be expected to follow and promote the procedures in the child protection and safeguarding policy and report any concerns in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children and young people gives cause for concern the Trust’s child protection procedures will be followed alongside implementation of the Trust disciplinary procedures.
* To read and have a good understanding of the trust policies
* This role will involve travel between settings on occasions.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks. The post holder may be required to do other duties appropriate to level of the role, as directed by the head teacher or line manager.

**Person Specification**

**Job Title: Teaching Assistant- Special**

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| **Criteria** | **Essential** | **Desirable** | **Measured By** |
| **Qualifications and experience** | Good standard of general education to GCSE or equivalent- including a good standard of maths |  | Application form |
| Further relevant qualifications | Knowledge of Somerset Total Communication or signing/ use of symbols | Application form |
| Experience working as a teaching assistant | Experience working with SEND pupils | Application form |
| Experience working in an educational setting | Experience support pupils in extra-curricular activities |  |
| **Knowledge and skills** | Be able to move learners around the site (pushing manual wheelchairs or other mobility equipment). |  | Application form / interview |
| Confident IT user, including Microsoft Office packages |  | Application form / interview |
| Support learners in all curricular activities that take place both in school and out in the community i.e. swimming, horse riding and educational visits |  | Interview |
| Ability to ensure learners comfort, to assist with wheelchair transfers, positioning, hoisting and personal care. |  | Application form / interview |
| Ability to work independently, flexibly and with initiative |  | Application form / interview |
| An understanding of safeguarding children and young people and how to maintain appropriate professional boundaries |  | Interview |
| Ability to establish and maintain good relationships with colleagues and work as a team |  | Interview |
| **Personal qualities** | Commitment to training and professional development |  | Application form / interview |
| Have a strong belief in team work, including sharing expertise and experience, supporting colleagues and working with others to improve practice skills and knowledge |  | Application form / interview |
| Maintain high standards of personal professional conduct at all times- including willingness to follow setting behaviour policy. |  | Application form / interview |
| Commitment to make a positive contribution to the wider life and ethos of the Trust |  | Application form / interview |
| Have a positive approach and good sense of humour |  | Application form / interview |
| Punctual and positive attitude to attendance |  |  |