

Job Description –Teaching Assistant Level 3, supporting children with complex needs

QUEST is a value-led organisation comprising of Christian, and community Primary Schools, and the University Collegiate School (with Secondary and Sixth Form.)
All staff are expected to support the Trust's ethos and our 'Spirit of Purpose'.

JOB DESCRIPTION:	Teaching Assistant Level 3, supporting children with complex needs
RESPONSIBLE TO:	Director of Education /Principals/ Teachers/ other senior school staff
JOB PURPOSE:	<p>To work under the guidance of teaching staff and under the supervision of the SENDCO, to implement agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management / preparation of resources.</p> <p>The primary focus will be to maintain good order and to keep pupils/students on task.</p> <p>To supervise whole classes when required and in the short term absence of a teacher and/or to provide support to teaching staff and students.</p> <p>To lead the team within the small learning community promoting Social Mental and Emotional Health</p> <p>To give support for to pupils/students with identified/SEN providing particular help for those students with learning difficulties and/or behavioural, social or physical disabilities, as required.</p> <p>Postholder will need to respond to questions and generally assist pupils/students to undertake set activities.</p> <p>As an employee within QUEST, staff may be required to work at any school within the Trust or elsewhere to support.</p>
LIAISING WITH:	Pupils/students, teachers, senior staff, parents/carers, visitors to the school
SALARY SCALE:	QUEST Grade C, points 5-8
DBS DISCLOSURE LEVEL	Enhanced

Professional Responsibilities

School Ethos

Work with colleagues in creating, inspiring and promoting excellence at all levels.

Uphold the culture and ethos of the Trust, ensuring school environments for teaching and learning that empower both staff and children to achieve their highest potential and be their best selves.

Attend and participate in events intrinsic to the daily life of the schools and Trust, celebrating success at every opportunity.

Actively support the Trust's policies relating to equality and diversity, inclusion and safeguarding, health and well-being, confidentiality and social networking.

Key Responsibilities

To supervise and provide particular support for pupils/students, ensuring their safety and access to learning activities

To provide specialist support to pupils with barriers to learning on a one to one basis, in a small group in or out of the classroom.

To use specialist skills/training/experience to provide particular support for students, ensuring their safety and access to learning activities.

Set challenging and demanding expectations and promote self-esteem and independence

To assist with the development and implementation of Individual education/behaviour plans and personal care programmes.

To establish constructive working relationships with students and interact with them according to individual needs.

To encourage students to interact with others and engage in activities led by the teacher.

To provide feedback to students in relation to progress and achievement under guidance of the teacher.

To promote good pupil/student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupil/students to take responsibility for their own behaviour

To manage the behaviour of pupils according to their individual needs.

To promote inclusion and acceptance of all pupils/students/students

To create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils/students' work.

Support the use of ICT in learning activities and develop pupils/students' /students' competence and independence in its use

Work with the teacher to establish an appropriate learning environment and implement learning activities for small groups or class cover.

Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate

To provide planning, preparation and assessment cover as part of the normal working week under the supervision of and support of senior teaching staff

Monitor and evaluate students' responses to learning activities through observation and planned recording of achievement against predetermined learning objectives

To promote independence and employ strategies to recognise and reward achievements of self-reliance.

Provide objective and accurate feedback and reports as required by the teacher on student achievement, progress and other matters, ensuring the availability of appropriate evidence

To monitor pupils/students' responses to learning activities and accurately record achievement/progress as directed.

To provide clerical/admin support, for example photocopying, collection of money, displays

To undertake exam/test invigilation/support if required.

To assist with the supervision of pupils/students out of lesson times, including before and after school as may be reasonably directed

Assist pupils/students with eating, dressing and personal hygiene, as required, whilst encouraging independence

Provide basic first aid and administer medications in line with Trust policy if required

Helping to develop individual and group learning programmes in response to current and future needs

Working independently to deliver, monitor and evaluate educational plans for pupils/students

Creating positive working relationships and environments conducive to effective learning for all pupils/students

To plan and deliver before and after school learning activities within guidelines set by the school as appropriate

To sign and uphold the Trust's Code of Conduct and ensure confidentiality is maintained at all times.

Uphold the Trust's Digital Strategy

Maintaining a secure, healthy and risk free environment for students, staff and visitors.

Embrace and actively take part in the 'Spirit of Purpose', fulfilling obligations to maintain and continue professional development in line with the Trust expectations.

To accompany teaching staff and pupils/students on visits, trips and out of school activities and take responsibility for a group under the supervision of the teacher as may be reasonably directed

To commit to the specified number of hours of professional development each year and have drive and passion to evolve and improve as a committed staff member.

Take a shared responsibility for your own continuing professional development by participating in a range of appropriate professional development opportunities.

To participate in the staff performance management process in accordance with the Trust's policy and be responsible for self-motivation towards agreed targets.

Contribute to the overall ethos/work/aims of the Trust and its schools including participation in school events outside of working hours.

The job description encompasses the above statements and is not necessarily a comprehensive definition. The post holder should be willing to undertake any other tasks that Senior Staff might reasonably require

QUEST is committed to safeguarding and promoting the welfare of children and young people. Clearance from the Disclosure and Barring Service is required prior to appointment.

Name _____

Signed _____

Date _____

Unlocking Potential

Person Specification – Teaching Assistant Level 3, supporting children with complex needs

ESSENTIAL SKILLS/QUALIFICATIONS

NVQ level 3 or equivalent qualification or comparable level of experience

Good standard of numeracy & literacy to NVQ Level 2 or equivalent

Experience of Social Mental and Emotional Health

Experience of supporting pupils with challenging behaviour

Specialist skills/training in curriculum, learning or intervention area

Specialist training – mental health, disability and/or learning difficulties

Willingness to undertake further relevant training

Experience of working within an educational establishment or care setting with adults or young people

Experience of working with students with learning difficulties or disabilities

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post:

Knowledge of how to use relevant equipment/resources including ICT packages to support learning

Understanding of relevant policies, codes of practice and awareness of relevant legislation

Working knowledge of national curriculum and other relevant learning programmes /strategies

Understanding of principles of child development and learning processes

Ability to self-evaluate learning needs and actively seek learning opportunities

Ability to relate well to children and adults

Knowledge of Health and Safety

Applicants should be able to provide evidence that they have the following necessary skills and abilities:

Ability to use different approaches to deal with whole classroom and individual behaviour

Ability to communicate with and relate well to students, young people and adults

Ability to work independently, under supervision and as part of a team

Ability to work in accordance with the Trust's Safeguarding health & safety policies

Ability to recognise own learning needs and seek further opportunities

Ability to deal with minor injuries

Be committed to continuing professional learning as part of the Apple Programme.

To show commitment to sustain excellent attendance at work

Full working knowledge of relevant policies/codes of practice and relevant legislation

Ability to constantly improve own practice/knowledge through self-evaluation and learning from others

Ability to use own initiative when required

Commitment to and participation in the wider life of the schools and Trust

Willingness to be flexible and adaptable as determined by the needs of the schools and the Trust

Good timekeeping

Legally entitled to work in the UK

Learning, Innovation, Opportunity