

## Job Description

Job title	Teaching Assistant
Responsible to	Headteacher
Type of contract	Permanent
Hours of work	32.5 Hours per week Part Time Term Time Only + 1 week inset days
Salary	NJC Band F (Point 12 – 19) Pro Rata currently £28-598 - £32,061 (25/26)
Base	Rowan High School

Job Purpose
<ul style="list-style-type: none"> <li>To work with and supervise individuals and groups of children with significant Special Educational Needs, under the direction and instruction of teaching and/or senior staff. This includes supporting specific individual learning needs, enabling access to learning for all pupils, assisting with classroom management and behaviour techniques, and providing specialist support for children with severe and complex learning difficulties.</li> <li>To supervise whole classes during the short-term absence of the teacher, as directed by the headteacher.</li> </ul>

## Role and responsibilities

1. Main duties and responsibilities
<u>Support for the Pupil</u>
The successful postholder will:
<ul style="list-style-type: none"> <li>Establish good working relationships with pupils, acting as a role model and set high expectations.</li> </ul>
<ul style="list-style-type: none"> <li>Provide consistent support to all pupils, responding appropriately to individual pupil needs.</li> </ul>
<ul style="list-style-type: none"> <li>Assist with the development and implementation of Individual Education Plans.</li> </ul>
<ul style="list-style-type: none"> <li>Promote inclusion and acceptance of all pupils.</li> </ul>
<ul style="list-style-type: none"> <li>Encourage pupils to interact with others and engage in activities led by the teacher.</li> </ul>
<ul style="list-style-type: none"> <li>Promote self-esteem and independence, employing strategies to recognise and reward achievement within established school procedure.</li> </ul>
<ul style="list-style-type: none"> <li>Provide feedback to pupils in relation to progress and achievement under the guidance and direction of the teacher.</li> </ul>
<ul style="list-style-type: none"> <li>Use specialist (curricular/learning) skills/training/experience to support pupils.</li> </ul>

<ul style="list-style-type: none"> <li>• Provide additional support for individual pupils enabling them to maintain their access to learning, this will include personal care, pastoral support, facilitating use of specialist equipment to support pupils' mobility.</li> </ul>
<b>Pastoral Care</b> <ul style="list-style-type: none"> <li>• Follow individual personal care plan, which includes toileting, dressing/undressing, washing, teeth cleaning and any other individual pupil/student needs.</li> </ul>
<b>Pastoral support</b> <ul style="list-style-type: none"> <li>• Support individual behaviour plans, social, emotional, wellbeing programmes and any other children's needs, including supporting those with challenging behaviour.</li> </ul>
<b>Specialist Equipment</b> <ul style="list-style-type: none"> <li>• Use specialist equipment to support pupils' mobility/therapy such as standing frames, side layers, walkers, hoists and any other individual pupil/student needs.</li> </ul>
<b>Assisted Feeding</b> <ul style="list-style-type: none"> <li>• Provide support for students/pupils in their eating and drinking plans using specialist equipment such as peg feeding, pump feeding and any other specialist equipment needed to support individual students/pupils.</li> </ul>
<b>Medical Needs</b> <ul style="list-style-type: none"> <li>• Support student/pupils' individual medical needs providing such support as suctioning, administering emergency rescue medication, following appropriate training, and any other specific individual requirements.</li> </ul>
<ul style="list-style-type: none"> <li>• Lead on clubs/activities within working hours to enhance the learning experience of the students/pupils as directed by the headteacher.</li> </ul>
<b><u>Support for the Teacher</u></b>
<p>The successful postholder will:</p>
<ul style="list-style-type: none"> <li>• Provide minimal clerical/administration support (e.g. photocopying, typing, filing, collecting money, etc.)</li> </ul>
<ul style="list-style-type: none"> <li>• Contribute to the creation of specialist resources e.g. visual supports for individuals/groups of pupils, which meet the needs of the pupils.</li> </ul>
<ul style="list-style-type: none"> <li>• Provide support for curriculum development by having responsibility for a specific area which supports the curriculum co-ordinators as directed by the headteacher.</li> </ul>
<ul style="list-style-type: none"> <li>• Assist with the display of children's work.</li> </ul>
<ul style="list-style-type: none"> <li>• Establish and maintain an appropriate learning environment under the supervision of the teacher.</li> </ul>
<ul style="list-style-type: none"> <li>• Contribute to lesson planning, evaluating and adjusting lessons/work plans as appropriate.</li> </ul>
<ul style="list-style-type: none"> <li>• Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.</li> </ul>
<ul style="list-style-type: none"> <li>• Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.</li> </ul>
<ul style="list-style-type: none"> <li>• Be responsible for keeping and updating records in agreed format with the teacher, contributing to reviews of systems/records as requested.</li> </ul>
<ul style="list-style-type: none"> <li>• Administer and assess routine primary tests and accurately record achievement/progress.</li> </ul>
<ul style="list-style-type: none"> <li>• Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents and encouraging pupils to take responsibility for their own behaviour in line with established trust/school policy.</li> </ul>
<ul style="list-style-type: none"> <li>• Liaise sensitively and effectively with parents/carers as agreed with the teacher within role/responsibility and participate in feedback sessions/meetings with parents under the teacher's supervision.</li> </ul>

<b><u>Support for the Curriculum</u></b>
The Successful postholder will:
<ul style="list-style-type: none"> <li>• Support the delivery of agreed learning activities/learning programmes, adjusting activities according to pupil learning styles and individual needs.</li> </ul>
<ul style="list-style-type: none"> <li>• Support the delivery of literacy/numeracy programmes, effectively utilising all alternative learning opportunities to support extended development.</li> </ul>
<ul style="list-style-type: none"> <li>• Support the use of ICT in learning activities and develop pupils' competence and independence in its use.</li> </ul>
<ul style="list-style-type: none"> <li>• Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.</li> </ul>
<ul style="list-style-type: none"> <li>• Assist pupils to access learning activities through specialist support e.g. curriculum/SEN specialism.</li> </ul>
<ul style="list-style-type: none"> <li>• Determine the need for, prepare and maintain general and specialist equipment and resources.</li> </ul>
<b><u>Support for the school</u></b>
The successful postholder will:
<ul style="list-style-type: none"> <li>• Be aware of and comply with all Trust policies and procedures including those relating to child protection, health and safety, confidentiality, data protection, equality, and diversity.</li> </ul>
<ul style="list-style-type: none"> <li>• Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.</li> </ul>
<ul style="list-style-type: none"> <li>• Contribute to the school's ethos, aims and development/improvement plan.</li> </ul>
<ul style="list-style-type: none"> <li>• Provide consistency by acting as cover supervisor in the absence of the teacher.</li> </ul>
<ul style="list-style-type: none"> <li>• Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.</li> </ul>
<ul style="list-style-type: none"> <li>• Attend and participate in regular meetings as appropriate.</li> </ul>
<ul style="list-style-type: none"> <li>• Participate in training and other learning activities as required.</li> </ul>
<ul style="list-style-type: none"> <li>• Establish own best practice and use to support others.</li> </ul>
<ul style="list-style-type: none"> <li>• Assist in the supervision, training and development of classroom support staff.</li> </ul>
<ul style="list-style-type: none"> <li>• Assist with the planning of opportunities for pupils to learn in out-of-school contexts, according to school policies and procedures and within working hours.</li> </ul>
<ul style="list-style-type: none"> <li>• Accompany teaching staff and pupils on visits, trips and out of school activities as required.</li> </ul>
<ul style="list-style-type: none"> <li>• To work across sites, Rowan Park School, Rowan High School and The Rowan Tree as and when needed.</li> </ul>

## **Safeguarding**

To be aware of and work in accordance with the Trust's child protection policies and procedures in order to safeguard and promote the welfare of children and young people and to raise any concerns relating to such procedures which may be noted during the course of duty.

In common with all staff and pupils of the Trust, the post holder should be aware of the Trust's policies and implement them as appropriate.

Mersey View Learning Trust is committed to safeguarding and promoting the welfare of its pupils and expects all those working at our schools to share this commitment.

The Trust is required under law and guidance to check the criminal background of all employees. Decisions to appoint will be subject to consideration of an enhanced disclosure, including a Barred List check from the Disclosure and Barring Service. Because of the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020).

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance on whether a conviction or caution should be disclosed can be found on the Ministry of Justice website which can be accessed here:

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

## **Health and Safety**

The post holder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Trust's Health and Safety Policy and in any risk assessments relevant to the jobholder's role or circumstances.

## **Confidentiality and Data Protection**

The post holder is expected to comply with the provisions of the Data Protection Act 2018. Any information that they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Trust's Data Protection Policy. Nothing shall prevent you from disclosing information which you are entitled to disclose under the Public Interest Disclosure Act 1998 (as amended), provided the disclosure is made in accordance with the provisions of the Act. The Trust's Whistleblowing Policy is available on the shared drive.

## **Equality and Diversity**

Mersey View Learning Trust is committed to equality and values diversity. As such, the Trust is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. The duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The post holder is required to treat all people they come into contact with, with dignity and respect and is entitled to expect this in return.

<b>Training and Development</b>	
Mersey View Learning Trust has a shared responsibility with the post holder for identifying and satisfying training and development needs. The post holder is expected to actively contribute to their own continuous professional development and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting safeguarding and general obligations.	
<b>Mobility</b>	
The post holder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Trust may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions.	
<b>The post holder is also required to</b>	
<ul style="list-style-type: none"> <li>• Undertake a systematic study of practice with a consequent programme of self and professional development to ensure that the necessary skill, knowledge and understanding are kept up to date.</li> <li>• Be aware of and comply with all school policies (available via the Staff VLE). It is important that all staff keep up to date with current policies and any concerns are reported to the relevant named persons without delay.</li> <li>• To promote equality, diversity and inclusion and demonstrate this within the role.</li> <li>• To play a full part in the life of the school community, to support its distinctive mission, aims and the ethos.</li> <li>• To set an example of positive personal integrity and professionalism with appropriate communications and relationships at all levels.</li> <li>• To undertake such other duties which may be regarded as within the nature of the duties and responsibilities for the grade of the post as defined and subject to any reasonable adjustments under the Equality Act 2010. Any changes of a permanent nature will be incorporated into the job description.</li> </ul>	
<b>Endorsement</b>	
<p>This job description reflects the major tasks to be carried out by the job holder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.</p> <p>This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder and will be commensurate with the salary grade for the job. The jobholder is expected to comply with any reasonable management requests.</p>	

<b>Declaration</b>	
I accept this job description.	
<b>Print Name:</b>	
<b>Signature:</b>	
<b>Date:</b>	

## Person Specification

### Teaching Assistant



Category	Essential/ desirable
<b>Qualifications and Training</b>	
<ul style="list-style-type: none"> <li>Experience of working with and/or caring for children within specified age range/subject area or NVQ II or equivalent in teaching assistance.</li> </ul>	E
<ul style="list-style-type: none"> <li>Above within an educational setting.</li> </ul>	D
<ul style="list-style-type: none"> <li>Willingness to participate in relevant training and development opportunities.</li> </ul>	E
<ul style="list-style-type: none"> <li>Training in literacy/numeracy curriculum.</li> </ul>	E
<ul style="list-style-type: none"> <li>Training in special educational needs strategies</li> </ul>	E
<ul style="list-style-type: none"> <li>Willingness to undertake certificate in First Aid and the administration of emergency medication/suction;</li> </ul>	E
<ul style="list-style-type: none"> <li>Willingness to undertake emergency epilepsy medication training;</li> </ul>	D
<ul style="list-style-type: none"> <li>To act as a driver for minibus and people carrier, to transport pupils as part of the curriculum and undertake necessary training.</li> </ul>	D
<ul style="list-style-type: none"> <li>To act as a pool watch person during swimming lessons in the hydro pool and undertake all necessary training.</li> </ul>	D
<ul style="list-style-type: none"> <li>To lead on clubs/activities within working hours to enhance the learning experience of the students/pupils as directed by the headteacher</li> </ul>	E
<b>Knowledge and Understanding</b>	
<ul style="list-style-type: none"> <li>General understanding of national curriculum and other basic learning programmes/techniques (within specified age range/subject area).</li> </ul>	E
<ul style="list-style-type: none"> <li>General Awareness of inclusion, especially within a school setting.</li> </ul>	E
<ul style="list-style-type: none"> <li>Experience of resource preparation to support learning programmes.</li> </ul>	D
<ul style="list-style-type: none"> <li>Effective use of ICT to support learning.</li> </ul>	E
<ul style="list-style-type: none"> <li>Understanding of other basic technology – video, photocopier.</li> </ul>	E
<b>Skills</b>	
<ul style="list-style-type: none"> <li>Ability to work effectively within a team environment, understanding classroom roles and responsibilities.</li> </ul>	E
<ul style="list-style-type: none"> <li>Ability to build effective working relationships with all pupils and colleagues.</li> </ul>	E
<ul style="list-style-type: none"> <li>Ability to promote a positive ethos and role model positive attributes.</li> </ul>	E
<ul style="list-style-type: none"> <li>Good personal numeracy and literacy skills.</li> </ul>	E
<ul style="list-style-type: none"> <li>Ability to work with children and challenging behaviour.</li> </ul>	E
<b>Personal and Professional qualities</b>	
<b>Must be able to demonstrate the following:</b>	
<ul style="list-style-type: none"> <li>High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements.</li> </ul>	E
<ul style="list-style-type: none"> <li>Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration, and demonstrate concern for their development as learners.</li> </ul>	E
<ul style="list-style-type: none"> <li>Demonstrate and promote the positive value, attitudes and behavior they expect from the pupils whom they work.</li> </ul>	E
<ul style="list-style-type: none"> <li>Ability to work collaboratively with colleagues, and carry out role effectively, knowing when to seek help and advice.</li> </ul>	E
<ul style="list-style-type: none"> <li>Able to liaise sensitively and effectively with parents and carers, recognising role in pupils' learning.</li> </ul>	E
<ul style="list-style-type: none"> <li>Able to improve their own practice through observations, evaluation and discussion with colleagues.</li> </ul>	E

The above qualities will be assessed through a comprehensive recruitment process, which involves application analysis, scrutiny of reference and interview.

The post holder will be required to complete an enhanced Disclosure Barring Service (DBS) Check with appropriate barred list checks, or the equivalent and must be eligible to work in the UK.