



## Heltwate School Teaching Assistant Grade 6 Job Description

### Safeguarding Children and Young People

Heltwate School is committed to safeguarding and promoting the welfare of the children and young people in its care and expects all staff and volunteers to share this commitment and adhere to the school's safeguarding policy and procedures.

### Main purpose of the role

To work under the direction of the class teacher to enable access to learning for pupils, and to assist the teacher in the management of pupils and the classroom.

### Specific Duties

#### Supporting the pupils

- Under the guidance of the class teacher undertake work/care/support programmes to enable access to learning for pupils.
- Take responsibility for adapting and delivering learning activities with individuals or small groups who would benefit from a different learning approach as agreed.
- Encourage and promote the inclusion and acceptance of all pupils.
- Aid the learning of pupils by:
  - Clarifying and explaining instructions;
  - Ensuring that the child is able to use the equipment and materials provided;
  - Motivating and encouraging the child as required;
  - Supporting pupils in respect of local and national learning strategies, eg literacy, numeracy, KS3, ICT etc;
  - Developing appropriate resources to support the pupil/pupils;
  - Helping pupils to concentrate and to finish the work set;
- Provide feedback to pupils in relation to progress and achievement under guidance of teacher.
- Deliver personal care to students where appropriate, ie feeding, administering medication and assisting with toileting

#### Supporting the teacher

- Organise the learning environment and develop classroom resources as required.
- Monitor and track progress and provide feedback to assist in developing Individual Education Plans (IEPs) for children with additional needs.
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc
- Contribute to the management of pupil's behaviour, including anticipating and taking action to prevent potential problems arising.
- Undertake support activities for the teacher as required.

### **Supporting the curriculum**

- Undertake programmes linked to local and national learning strategies up to and including Key Stage 4, eg literacy, numeracy, recording achievement and progress and feeding back to the teacher.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Provide targeted support to enhance learning and improve attainment.

### **Supporting the school**

- Be aware of, and comply with, policies and procedures, eg child safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Accompany staff and pupils on visits, trips and out of school activities as required.
- Develop and maintain effective relationships with other staff, parents and carers.
- Attend relevant meetings as required.



# Heltwate School

## Teaching Assistant Person Specification

| Factor                      | Essential  | Desirable   |
|-----------------------------|--|---|
| <b>Qualifications</b>       |  | A good standard of education  |
| <b>Experience</b>           | Experience of working with pupils in a school setting  | <p>Evidence of working with young people with SEND</p> <p>Delivering effective PE or a sport based activity to young people</p> <p>Evidence of training within an educational setting</p> <p>Evidence of training within a 'carers' setting</p> |
| <b>Skills and Knowledge</b> | <p>The ability to work as part of a team</p> <p>The ability to liaise positively with parents / carers</p> <p>A positive and sensitive attitude towards children with SEND, their parents /carers and those from varying social and cultural backgrounds</p> <p>To fully understand issues associated with safeguarding children</p> | <p>Able to manage pupils exhibiting challenging behaviour</p> <p>Able to assist in the toileting and personal care of pupils aged 4-19 years</p>  |
| <b>Curriculum</b>           |  | <p>Experience of delivering and adapting learning activities with individuals or small groups</p> <p>An understanding of the National Curriculum</p> <p>Experience of working collaboratively as part of a multi-disciplinary team</p>          |
| <b>Personal Attributes</b>  | <p>A capability to enjoy the challenges associated with a special school</p> <p>Able to deal with difficult emotionally charged situations</p> <p>A sense of humour</p> <p>Patience when dealing with young people</p>   | Ability to respond flexibly to school's challenging population and the needs of the pupils on a daily basis   |