**Teaching Assistant Job Description**

|  |  |
| --- | --- |
| **Reporting to:** | INCO and SEN Leader |
| **Responsible for:** | Working in partnership with teaching and support staff to foster effective participation of students in the social and academic processes of the college |
| **Liaising with:** | Headteacher, Deputy and Assistant Headteachers, SENCO, departmental teaching staff, relevant support staff, students, parents and governors |
| **Working time:** |  |
| **Salary/grade:** | Grade B |
| **Supporting Students:** | * To draw on knowledge of various forms of additional need and mental well-being in order to develop an understanding of the specific requirements of students. * To take into account the additional needs involved in order to aid the students to learn as effectively as possible, both in group situations and on their own, e.g.:   + clarifying and explaining instructions;   + ensuring students are able to use equipment and materials provided;   + motivating and encouraging students as required;   + assisting in weak areas, e.g. language, behaviour, reading, spelling, presentation, etc.;   + helping students to concentrate on and finish work;   + meeting physical needs while encouraging independence;   + liaising with class teacher to devise complementary learning activities. * To establish a supportive relationship with the students concerned. * To encourage acceptance and integration of students with additional needs. * To develop methods of promoting and reinforcing students' self-esteem. |
| **Supporting the Teacher:** | * To assist, with the class teacher and other professionals as appropriate, in the development of a suitable programme of support for students. * To develop, with the class teacher and/or others, a system of recording the students' progress. * To contribute to the maintenance of these progress records. * To participate in the evaluation of the support programme. * To provide regular feedback about the students to the teacher. |
| **Supporting the College:** | * To develop, where appropriate, a relationship to foster links between home and college. * To liaise, advise and consult with other members of the team supporting the students, when asked to do so. * To contribute to reviews of the students' progress. * To support lunch time and after school clubs as required. * To attend relevant in-service training. |
| **General Duties:** | * To attend staff meetings as required. * To be aware of the college Child Protection and Data Protection procedures relevant to the post. |

|  |
| --- |
| **Other Specific Duties:** |
| Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.  Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.  The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.  This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.  Date: Jan 2024 |

**Teaching Assistant Person Specification**

|  |  |  |
| --- | --- | --- |
| **Area** | **Essential** | **Desirable** |
| **Qualifications** | * 5 GCSE’s, at grade C, including English and Maths or other equivalent qualifications | * Further relevant qualifications related to the advertised post   For applicants with degree level qualifications, the role offers an excellent opportunity to gain in-school experience prior to applying for teacher training courses |
| **Professional**  **Development** | * Evidence of further professional development undertaken in current post | * Evidence of relevant INSET undertaken in a school environment |
| **Experience** | * Experience of working in a team * Previous experience of working with young people either in a paid or voluntary capacity |  |
| **Knowledge and Skills** | * Good communication skills including the ability to clarify and explain instructions clearly * Good literacy, numeracy and IT skills * Ability to empathise with students and be sympathetic to their needs * Ability to develop good working relationships with staff and students |  |
| **Personal Attributes** | * Good team player * Commitment to all students in the college * Good time management * Good sense of humour * Ability to respect confidentiality on particular issues * Ability to stay calm under pressure * Awareness of child protection and data protection issues relevant to the post |  |

**Teaching Assistant Job Hazard Form**

**General Information**

Wyvern College was built in 1958 and comprises a range of buildings developed over time to meet the needs of the college, which currently has over 170 staff. The following information is intended to provide details on the layout of the site and its accessibility:

* the following departments are on the first or second floors and these can only be accessed by stairs: Learning Support and one Art classroom, Geography, History, Philosophy and Ethics, and Maths
* internal access to the Modern Languages department is via a small flight of six steps, although the department can be accessed externally via level pathways
* internal access to the Drama Studio and the PE Department is via a small flight of four steps, although these departments can be accessed externally via level pathways
* the main entrance to the Hall does have level access, although within the Hall access to the well and the stage area is via four steps
* the only area of the site currently serviced by a lift is the Library which is on the first floor in a separate block
* externally, pathways and walkways are generally accessible, although there is a small flight of six steps at the back of the Technology Department which provides access to the rear of the college, although there is an alternative route available using level pathways
* stair treads and steps have been highlighted to assist those with visual impairments
* the college does not currently have a loop facility for anyone who may be hearing impaired
* the college has three disabled toilets: one near the main reception, one in the Modern Languages Department and one in the sports complex at the rear of the college
* in relevant public areas, the fire alarm is both audible and visible
* a number of disabled parking places are available across the site.

**Job Specific Information**

The following information highlights hazards related to the role that could pose a risk to the post holder. Applicants should be aware that where roles are exposed to hazardous risks, risk assessments are undertaken and control measures are put into place where possible.

# Manual Handling

|  |  |
| --- | --- |
| The types of manual handling operation involved in this role are: | Objects |
| The above manual handling operations are required on the following basis: | Frequent/regular basis |
| The weights involved in these manual handling operations are: | Up to 5kg |

In addition, there may be infrequent occasions where the postholder is required to undertake manual handling to assist in lifting a student in or out of a wheelchair.

# Job Characteristics

|  |  |
| --- | --- |
| This role involves working with children and young people: | Between 11 and 16 years old  In addition, this role involves working with children and young people with special needs |
| This role also has potential to involve: | Verbal abuse and/or aggression and this is likely on an infrequent basis. |

# Work Environment

|  |  |
| --- | --- |
| This role is carried out in an environment which involves: | Outdoor work if the postholder is allocated to support students in PE classes |

# Driving

|  |  |
| --- | --- |
| This role will require the postholder to drive: | Their own vehicle, if applicable, for work purposes on infrequent occasions |