



Job Description

Name:

Role: Teaching Assistant Level 1 (working on a 1:2:1 basis with a child with an Education, Health & Care Plan), with lunchtime duties

Salary Range: Grade 2 – Scp 11-13 dependent upon experience (£9.64 - £9.69 ph)

Hours: 32.5 hours per week term time

Start: ASAP

Review Date: July 2017

Role purpose

To work under the instruction and guidance of teaching and senior staff to undertake support programmes for a child with an EHCP. Work may be carried out in the classroom or outside the main teaching area and at times may also be to assist other children. This position is to provide 1:1 support for a child with visual and hearing impairment and is conditional on the child remaining at David Livingstone.

Commitment to diversity

As a member of the school team, to take individual and collective professional responsibility for championing the STEP Academy Trust's diversity agenda and proactively implementing initiatives which secure equality of access and outcomes. Additionally, to commit to continually developing personal understanding of diversity.

Support for pupils

- Providing particular support for pupils; including those with special needs, ensuring their safety and access to learning activities.
- Setting challenging and demanding expectations and promote self-esteem and independence.
- Providing feedback to pupils in relation to progress and achievement under guidance of the teacher.
- Assisting with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.
- Establishing constructive relationships with pupils and interacting with them according to individual needs.
- Promoting the inclusion and acceptance of all pupils.
- Encouraging pupils to interact with others and engage in activities led by the teacher.

Support for teachers

- Being aware of pupil problems, progress and achievements and reporting to the teacher as agreed.
- When necessary supporting the teacher in managing pupil behaviour, reporting difficulties as appropriate.
- Preparing the classroom as directed for lessons and clearing afterwards and assisting with the display of pupils work.
- Undertaking pupil record keeping as requested
- Gathering, reporting information from and to parents/carers as directed.
- Providing clerical and administrative support, e.g. photocopying, typing, filing etc.
- Monitoring pupils' responses to learning activities and accurately record achievement/progress as directed.

- Promoting good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour

Support for the curriculum

- Supporting pupils in respect of local and national learning strategies e.g. literacy, numeracy, early years, as directed by the teacher.
- Supporting pupils in using basic ICT as directed.
- Supporting pupils to understand instructions.
- Preparing and maintaining equipment and resources as directed by the teacher and assisting pupils in their use.
- Using appropriate systems to support the child's communication.

Support for the school

- Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Being aware of and supporting difference and ensuring all pupils have equal access to opportunities to learn and develop.
- Attending relevant meetings as required.
- Participating in training and other learning activities and performance development as required.
- Assisting with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
- Accompanying teaching staff and pupils on visits, trips and out of school activities as required.
- Contributing to the overall ethos/work/aims of the school.
- Appreciating and supporting the role of other professionals.

Data protection

- Being aware of the Trust's responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of personal data held on such systems and ensure that all administrative and financial processes comply with this.
- Maintaining client records and archive systems, in accordance with departmental procedure, policy and statutory requirements.

Confidentiality

- Being expected to treat all information acquired through your employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employees' access to and use of the Trust's databases. Any breach of these rules and protocols will be regarded as subject to disciplinary investigation. There are also internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

Safeguarding Children and Safer Recruitment

David Livingstone Academy is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment.

An ENHANCED DBS check is required for this post.

This Job Description is subject to annual review and alterations may be negotiated to reflect the changing needs of the school.

Signed: _____

Date: _____

Person Specification

Level 1 - 1:1 Teaching Assistant

Essential		Desirable
1	Experience of working with or caring for children within a school setting.	
2		Experience of caring for children with visual and hearing impairment
3		An understanding of children with complex SEND
4	High level of organisational skills and an ability to take on new things	
5	Good numeracy/literacy skills	
6	Effective communication/ interpersonal skills	
7	Use basic technology – computer, video and photocopier	
8	Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within those.	
9	Participate in development and training opportunities	
10	An equable temperament and good sense of humour	
11	Ability to work effectively under pressure	
12	Work effectively with parents and the wider community	
13	A commitment to equality of opportunity for all pupils	
14	A major commitment to quality and excellence	
15	An enhanced DBS disclosure	