



Job Description

JOB TITLE	Teaching Assistant (SEN Provision)
JOB FAMILY	Educational Support
HOURS	30.33 hours per week 38 weeks per year
REPORTING TO	Head of Inclusion Centre / Head of School / Executive Headteacher
RESPONSIBLE FOR	N/A

Job Purpose

To support the class teacher in the teaching and welfare of pupils in accordance with school policy. There will be a requirement to work with pupils with EHCPs (Education Health and Care Plans).

Duties and Responsibilities

- Provide teaching and learning support, under the guidance of the class teacher, to pupils in all areas of the curriculum to promote high quality teaching and learning.
- To work with the class teacher, Inclusion Leader and SENCo to assist in drawing up and undertaking the delivery of individual educational plans, whether in withdrawing groups or within the classroom, to ensure delivery of individual targets.
- Assist the teacher with observation, monitoring and reporting of the progress of pupils, maintaining accurate records in order to ensure documentaion of all interventiosn with the pupils details their progress and acheivment.
- To prepare differentiated work/materials for pupils' use and display work and resources, (under the direction of the teacher).
- Promote positive behaviour patterns, raise self-esteem and improve independent working in pupils to assist in their education and personal growth.
- Assist the teacher where necessary with preparation (and clearing away) of the classroom and materials to ensure effective and efficient teaching.
- To ensure that pupils received their statutory duty of care in a caring environment.
- To be familiar with the toileting and medical needs of pupils in order to meet individual pupils' needs as appropriate in the company of another adult.
- Participate in in-service training, attend staff meetings where appropriate and positively take part in performance management reviews.
- To supervise pupils and promote leaning and safety, for example, at breaktimes, on educational visits.



- To respect confidentiality at all times.
- To undertake a whole school responsibility, including towards safeguarding.
- To hold regular liaison time with the class teacher and other staff involved in the delivery of teaching and learning.
- To develop positive relationships follow our Relational Practice with pupils, staff and parents.
- To administer first aid, subject to appropriate training.
- To assist the class teacher in creating a purposeful learning environment.
- Be aware of, follow and promote School Policy.

Generic Duties relevant to all members of staff

Working with colleagues and other relevant professionals

- Communicate effectively with other staff members, customer and service users.
- Collaborate and work with colleagues and other relevant professionals within and beyond the Trust.
- Develop effective professional relationships with colleagues.

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with their line manager and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the Trust
- Take part in the Trusts appraisal and performance management procedures.

Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school.
- Have proper and professional regard for the ethos, policies and practices of the Trust, and maintain high standards of attendance and punctuality.
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the Trust community.



- Respect individual differences and cultural diversity

The Trust

- The ethos of our Trust is “Transforming Life Chances”. All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust’s visions and aims. All staff should act with professional integrity at all times, following the “Code of Conduct”.
- You will be based at Penbridge Infant School. However, you may be asked to work at any of the other Hubs within the Trust and you should expect to travel between sites as required.

Teaching and Learning

- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

Customer Service

- At TSAT customer service is paramount to our way of work; All staff will be required to mirror our philosophy and take pride in offering a fantastic customer experience to all stakeholders modelled on our four Customer First Values - Trusted, Solution Focused, Approachable & Timely .

ICT

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.
- All staff are expected to follow the procedures as laid out in the Trust’s Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

Health and Safety

- Employees are required to work in compliance with the Academy’s Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring



the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.

- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

Equal Opportunities

- To actively promote the Trust's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place, maintaining awareness of and commitment to Equal Opportunity Policies in relation to both employment and service delivery.

Safeguarding

- The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Safeguarding Lead.

Data Protection

- The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.



THINKING SCHOOLS
ACADEMY TRUST

I understand and agree to the job description of Teaching Assistant (SEN Provision)

Name:

Signed:

Date: