

Job Description – Teaching Assistant (TA)

Reports to: Operational Manager

Location: Break Through School -Bexley

Salary: Competitive

Hours: Term Time only (40 weeks) Monday-Friday 8.30am-4.30pm

Main Purpose of the role:

Every member of staff plays a significant part in the students' ability to achieve their full potential and positive outcomes whilst at Break Through School. To do this we need to work collaboratively with multi-agencies and always as a team, which is essential to the students' success and achievement.

TA's provide support for students with their social, emotional, behavioural and mental health needs by working as part of a multi-disciplinary team.

Main Duties and Responsibilities

- To work with Line Management to provide appropriate guidance, support, set boundaries and nurture the students whilst they attend the school and any off-site provisions
- To be adaptable and think on your feet, always keeping in mind the end goal for the students you are working with
- To support students with their education, providing in-class support and 1:1 environment as directed by the teacher
- To follow and proactively implement the schools safeguarding policy
- To follow all risk assessment and ensure students are safe traveling between buildings
- Support social interaction between students at social times as guided by your Line Manager
- Support students when they are out of lessons, including those who abscond
- To regularly communicate with families as directed by line management
- Contribute to IEP and EHCP reports when requested
- To contribute weekly to IEPs
- To undertake and record daily one to one session with key students
- Record all safeguarding and incidents on the relevant systems.
- Communicate with parents when required and ensure all communications are log on Scholar Pack
- To lead by example, acting as an appropriate positive role model to all students remembering that the children are vulnerable and impressionable. Always ensure that students receive a fresh start every lesson and every day
- Support teachers to best meet the needs and requirements of the students' education
- To be professional at all times, towards both the students, staff, parents and any visitors.
- Be consistent in your approach and have a firm, yet fair manner



- To be a reflective practitioner, always striving to improve your practice
- Be creative in your approach and open to new ideas
- Contribute towards new strategies and approaches, ensuring you exhaust all available routes of support to the students
- To be flexible and adaptable depending on the day-to-day requirements of the school

Health and Safety:

- Working safely and hygienically at all times within health and safety guidelines and policies
- To report any health or safety concerns to the appropriate person
- To ensure the school is kept clean and tidy at all times
- To undertake food hygiene certificate and implement all food hygiene legislation
- Dress in accordance with the Break Through School Dress Code
- To be aware of the daily first aider rota
- To ensure all TA bags have the most up to date offsite information in them

Partnership Working:

- Sustain and develop positive working relationships with all areas of the school
- Implement/monitor and contribute to joint initiatives as required
- Celebrate and share success with students, colleagues and parents/carers

Equality and Diversity:

- Ensure equality in the workplace regardless of race, age, disability, gender, sexual orientation or religious belief
- Support people to express their individuality and uniqueness in all areas of life

General:

- To act as an ambassador for Break Through School, representing the school positively at all times at events and meetings
- To undertake ongoing continued professional development
- To uphold the values and ethos of the school
- To undertake such duties and responsibilities reasonably consistent with the role as may be required from time to time by management
- Follow Break Through's policies and procedures, paying particular attention to safeguarding, confidentiality & health and safety
- To attend all staff meetings as directed by Line Manager
- To attend regular supervision sessions with Line Manager
- Attend team meetings as required
- Undertake any relevant training as identified including individual and group training, INSET days and Twilight sessions as directed

Qualifications and experience required for this role: See Personal Specification

PERSON SPECIFICATION

Requirement	Essential	Desirable	Testing Method
1. Qualifications	English Maths C/4 or equivalent	NVQ Level 2 or 3 Supporting Teaching & Learning or equivalent	Certificate Application form
2. Experience	Working in a school environment	Working in a SEN/SEMH school	Application form Interview
3. Knowledge and skills	Good standards of written and verbal English Organised Pro-active	Understanding of SEN & experience of working with students in SEN environment	Application form Interview questions
4. Competence	Professional Ability to follow procedures/policies Ability to work as part of a team and independently		Interview questions
5. Personal Qualities	Student focused Team player Emotionally robust Resilient Sound communicator Driven Innovative Flexible Sense of humour		Interview questions
6. Other		Full Driving License & access to own vehicle	Document verification

Note:

This Job Description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify reconsideration of the salary for the post.

Reviewed May 2022