Leybourne SS Peter and Paul CEP Academy

Year 6 TA – Job Description

Post Year 6 Teaching Assistant

Grade Tenax Scale 3

Responsible to SEND Manager

Hours 28.75 hours per week, term time only

Principal accountabilities

The duties outlined in this job description are in addition to those covered by the Local Government Terms and Conditions Document. It may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in this job, commensurate with the salary and job title.

Job summary

To work under the guidance of the Headteacher and SEND Manager, and other designated senior staff to provide support and guidance to children to improve emotional well-being and learning outcomes for pupils.

Key tasks

* To directly support children who are challenged by significant parts of the day specifically the start of the day, playtime, lunchtime, etc.
* To complete wellbeing ‘check ins’ and undertake emotional support interventions where required, under the direction of the SEND Manager
* Attend and contribute to relevant meetings, including Provision Map Review meetings
* Be familiar with, and comply with, a full range of policies and procedures relating

to child protection, health, safety, security and confidentiality, reporting all

concerns to an appropriate person to ensure pupils’ wellbeing.

* Contribute to the overall work/aims of the school and appreciate and support the

role of colleagues and other professionals to enable the school to fulfil its

development plans etc.

* Undertake training and other learning activities and attend relevant meetings

(within contracted hours) as required to ensure own continuing professional development.

Necessary experience

* Good standard of general education (i.e. NVQ1 or equivalent) together with good numeracy and literacy skills (i.e NVQ2 or equivalent)
* Necessary skills to manage and supervise activities safely and be able to use a range of strategies to deal with pupil behaviour.
* Successful relevant experience of working with children (at least 2 years).
* Good working knowledge of relevant policies and procedures relating to child protection, health, safety, security, equalities and confidentiality.
* Ability to relate well to children and adults, understanding their needs and being able to respond accordingly.
* Good influencing skills to encourage pupils to interact with others and be socially responsible.

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Wellbeing Support Teaching Assistant – Person Specification

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| --- | --- | --- |
|  | Essential | Desirable |
| Qualifications |  |  |
| GCSE Grade C or above in Maths and English (or equivalent) | ✓ |  |
| Educated to degree level or equivalent |  | ✓ |
|  |  |  |
| Experience |  |  |
| Use of Microsoft Office Suite | ✓ |  |
| Recent and relevant work with young children and their families in an educational setting (preferably in Key Stages 1 and 2) | ✓ |  |
| Liaising with external agencies in order to provide individualised support packages for pupils | ✓ |  |
| Use of email / internet | ✓ |  |
|  |  |  |
| Personal |  |  |
| Well organised | ✓ |  |
| Well presented | ✓ |  |
| Excellent oral and written communication skills at all levels | ✓ |  |
| Able to work under pressure whilst maintaining a positive, professional attitude | ✓ |  |
| Able to work as part of a team | ✓ |  |
| Able to organise and prioritise workload and work on own initiative | ✓ |  |
| Able to take accurate messages and notes and follow up where necessary | ✓ |  |
| Able to communicate effectively with staff, pupils, parents and agencies and maintain good working relationships | ✓ |  |
| Flexible and willing to contribute to the success of the team | ✓ |  |
|  |  |  |
| Relationships |  |  |
| Able to develop respectful and trusting relationships with staff, pupils and parents, and the wider school community | ✓ |  |
| Able to deal with difficult and sensitive situations | ✓ |  |
|  |  |  |
| IT skills |  |  |
| Able to word process and type proficiently | ✓ |  |