



## JOB DESCRIPTION

<b>School Name:</b>	Parkwood Hall Co-operative Academy
<b>Job Title:</b>	Teaching Assistant
<b>Reports To:</b>	Senior Teaching Assistant

Parkwood Hall is a residential and day school for pupils aged 8-19 years with moderate to severe learning difficulties and other complex needs including autism and language difficulties. We are passionate about creating a culture of wellbeing where all staff and pupils are valued and supported so that we can all 'grow, learn and flourish.'

Parkwood Hall aims to provide an outstanding and supportive learning environment which challenges students to achieve success. The core learning values, which are at the centre of the curriculum, focus upon developing the student's resilience and ability to make informed life choices.

### **Job Purpose**

To support the student with their learning and to support the teacher with the organisation of the class, including administration, resources and display. To take a responsibility for the direct work with small groups of students, under the direction of the teacher.

### **Tasks and Responsibilities**

#### **Educational Support**

- To be responsible under direction, for a small group of students within an agreed system of supervision and to assist in their activities and learning.
- To support the implementation of speech and language programmes under the direction of the Speech and Language Therapy team.
- To assist in the delivery of local and national learning initiatives for numeracy, literature and communication.
- To have an awareness of the individual needs of the students within the class group including any need for signing, scripting and escorting.
- To assist the teacher by preparing workbooks, photocopying and any other resources required for the class and to maintain the class resource area.
- To assist the teacher with hearing the students read in connection with a variety of written and practical number exercises
- To be responsible for maintaining a tidy and stimulating environment in the classroom and corridor, to include assisting with wall displays. (It should be noted that work surface areas must be cleaned/wiped each night to enable domestic staff to be able to clean.)
- To support with practical activities such as PE, swimming, horse riding etc.
- To participate in rota duties at lunch times (curriculum enrichment), break times and morning club as directed.
- To accompany/escort students attending work experience/college and feedback to the teacher on their learning.

- To attend educational school visits and take responsibility for small groups of students as directed. This may include residential/overnight visits attended by mutual agreement.

**Welfare Support**

- To be responsible for the well-being of any student in the school, in particular those in the class group.
- To have an awareness of the emotional needs of the students and to use this awareness in strategies for managing behaviour.
- To support physiotherapists, occupational therapists, nurses and other professionals as directed.
- In an emergency to support a student in travelling to and from home or hospital and to supervise if unwell.
- To help train students in particular tasks of personal hygiene, which may involve intimate care.
- To support colleagues in the professional restraint of students following careful guidelines as required.
- To liaise with fellow professionals in the school in order to maintain continuity of support for students.

**Administration and Professional Development**

- To attend Parents Day and Annual Reviews as required.
- To participate in maintaining necessary information on students such as class records, assessments, IEPs and profiles.
- To attend staff meetings.
- To participate in the current performance management system in place in the school to support training and mentoring needs.

**General Responsibilities**

- To maintain confidentiality in all aspects of Parkwood Hall Co-operative Academy. The nature of the working environment entrusts people with confidential information. Any breach of this confidentiality will constitute gross misconduct.
- To co-operate with all Parkwood Hall Co-operative Academy staff in maintaining good relationships with outside agencies and the general public in order to promote and uphold the school's image.
- To ensure the health and safety of self, colleagues, students and visitors and to report any such matters to the maintenance team, senior managers or Health and Safety Committee as appropriate.
- To perform any other duties as are within the scope, spirit and purpose of the position as requested by the Principal.
- This job description reflects the current requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and is subject to amendment in consultation with the postholder.

**General Information:**

**Equality of Opportunity**

- As a member school staff to take individual and collective professional responsibility for reinforcing and promoting a working environment free from discrimination, victimisation, harassment and bullying
- Ensure the development and progression of equality within the sphere of responsibility of this post and the fair and equal treatment of all colleagues, children, parents and visitors.

<p align="center"><b>Confidentiality and Data Protection</b></p>	<ul style="list-style-type: none"> <li>• To treat all information acquired through employment, both formally and informally, in strict confidence</li> <li>• To be aware of the school'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 processes comply with this.</li> </ul>
<p align="center"><b>To contribute as an effective and collaborative member of the School team</b></p>	<ul style="list-style-type: none"> <li>• Any other duties as reasonably required by any manager of the school</li> <li>• Participating in the ongoing development, implementation and monitoring of the school plans</li> <li>• Attend regular meetings as required and make a positive contribution during meetings.</li> </ul>
<p align="center"><b>Child Protection</b></p>	<ul style="list-style-type: none"> <li>• Attend regular meetings as required and make a positive contribution during meetings</li> <li>• To be alert to issues of child protection ensuring that the welfare and safety of children attending Parkwood Hall Co-operative Academy is promoted and safeguarded and to report any child protection concerns to the designated Child Protection Officer using safeguarding policies, procedures and practice</li> <li>• Prevent, identify and minimise risk of interpersonal abuse or violence, safeguarding children and other vulnerable people, initiating the management of cases involving actual or potential abuse or violence where needed</li> <li>• Be aware of and update colleagues, as appropriate to comply with current legislation and policies affecting practice, e.g. Children's Act, National Service Frameworks, Child Protection Procedures, Health and Safety and Data Protection.</li> </ul>

*This is not an exhaustive list of duties and responsibilities. The post holder may be required to undertake other duties that fall within the grade of the job in discussion with the manager.*

*The content of the job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the post holder.*

*The postholder is expected to comply with all relevant Parkwood Hall policies, procedures and guidelines, including those relating to Safeguarding, Equal Opportunities, Health and Safety, and Confidentiality of Information.*

**Signatures:**

Employee \_\_\_\_\_ Date \_\_\_\_\_

Principal \_\_\_\_\_ Date \_\_\_\_\_

## Person Specification –Teaching Assistant

### Education & Qualifications

#### Essential

- Experience of working with children of a relevant age.
- Must have Level 2 qualifications (GCSE or equivalent) in English and Mathematics and have the ability to work with students on individual targets.

### Knowledge, experience and training

#### Essential

- To have developed strategies to combat attention seeking behaviour or other task behaviour.
- To have an understanding of classroom organisation and routines and how to support the implementation of these.
- To have a knowledge and an understanding of whole school policies and the ethos of the school.
- To have an understanding and knowledge of policies that relate to the role of a Teaching Assistant.
- To understand equal opportunities and ensure that all students have equal access to opportunities to learn.
- To have an awareness of relevant legislation and codes of practice.
- To have a general understanding of national and foundation stage curriculum and other learning programmes.

#### Desirable

- Good administration skills for example inputting and collating data.
- To have knowledge of an additional language and the ability to use this language to support children or act as an interpreter for the child or their parents within the school.

### Skills & Abilities

#### Essential

- The ability to undertake assessments of the individual students including tests/routine marking.
- The ability to independently prepare work and activities in advance, in accordance with objectives set by the teacher.
- The ability to use basic technology/computer/video and use ICT effectively to support learning.
- The ability to develop good relationships with children and to work with them to promote high standards of learning and co-operation.
- The ability to assist with the development and implementation of individual/education/behaviour plans.
- The ability to contribute to the class record keeping system and provide feedback to the students on their progress, under the direction of the class teacher.

	<ul style="list-style-type: none"> <li>• The ability to assist with the development and implementation of individual/education/behaviour plans.</li> <li>• The ability to promote the inclusion of all students.</li> <li>• The ability to represent the school in a professional manner (for example in meetings with parents, attending annual reviews, attending Borough wide meetings where appropriate).</li> <li>• The ability to use own initiative for example to devise games, design books, labels and signs for display.</li> <li>• The ability to understand the role of a Teaching Assistant in the school in relation to children’s learning.</li> <li>• The ability to develop the child’s use and understanding of language structures and vocabulary</li> <li>• The ability to undertake assessments of the individual students including tests/routine marking.</li> <li>• The ability to promote the inclusion of all students.</li> <li>• The ability to assist in the supervision of students outside of lesson time and on trips/visits.</li> <li>• The ability to communicate effectively, both orally and in writing, in relation to the requirements of the post.</li> <li>• The ability to form a good working relationship with teachers and follow instructions a and objectives for the class.</li> <li>• The ability to work within a team of Teaching Assistants and contribute to the team.</li> <li>• The ability to participate in training.</li> <li>• (The ability to participate in Continuous Professional Development and increase the knowledge and ability to work as a Teaching Assistant by gaining relevant qualifications.)</li> <li>• The ability to deal with minor incidents, first aid and the personal health and hygiene of the students.</li> <li>• The ability to work in a changing environment in a flexible way.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• To have an awareness of relevant legislation and codes of practice.</li> <li>• To have a general understanding of national and foundation stage curriculum and other learning programmes.</li> </ul>
<p><b>Personal Qualities</b></p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Commitment to the vision and values of Parkwood Hall</li> <li>• Flexible and ‘can do’ attitude to competing commitments in workload</li> <li>• Highly motivated and reliable</li> <li>• A willingness to develop problem-solving skills in complex situations</li> <li>• A willingness to develop good interpersonal skills- including observation, listening and empathy skills</li> </ul>

	<ul style="list-style-type: none"><li>• A willingness to be flexible and support school wide activities</li></ul> <b>Desirable</b> <ul style="list-style-type: none"><li>• Innovative and creative thinker</li></ul>
<b>Special Requirements</b>	<b>Essential</b> <ul style="list-style-type: none"><li>• Excellent communication skills</li><li>• The post holder should expect exposure to saliva and bodily fluids within the course of their work.</li></ul>