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Teaching Assistant – special resource provision

Valley Invicta primary school at east borough

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| **JOB DESCRIPTION** | |
| **Job Title** | Teaching Assistant – Specialist Resource Provision |
| **Grade** | VIAT 3, point 16 |
| **School / Department** | Specialist Resource Provision |
| **Base** | Valley Invicta Primary at East Borough |
| **Hours** | 32.5 |
| **Reports to** | Lead SRP Teacher |
| **Accountable to** | Headteacher |

**Job Summary**

To work with the Specialist Resource Provision HLTA and teacher to support inclusion, integration and teaching and learning for children in the Specialist Resource Provision**.**

**Key Working Relationships**

* Headteacher
* Lead SRP Teacher
* SRP HLTA
* Teaching Assistant colleagues
* Parents and pupils
* Safeguarding & Health & Safety Leads
* Visitors

**Key Responsibilities**

* To support children to integrate into their mainstream class, where appropriate.
* To work with SRP HLTA and SRP Lead teacher to deliver evidence informed specialist ASD interventions.
* To deliver specialist ASD interventions to identified children from the main school classes.
* With support, cover short term absence of the Lead T A.
* To facilitate the completion of curriculum work set by the class teachers.
* To attend off site visits where appropriate
* To follow appropriate Positing Handling techniques and complete relevant paperwork.
* To attend appropriate training opportunities.
* To contribute to outreach opportunities (ie people visiting and observing)
* Assist with pupils on therapy or care programmes, designed and supervised by a therapist/teacher.
* To undertake break/lunch duties where appropriate to support the pupils who are in the SRP.
* Assist with pupils’ personal needs including toileting, hygiene, dressing and eating, as well as help with social, welfare and health matters, reporting problems to the teacher as appropriate. Physically assist pupils in activities (may involve lifting, where mobility is an issue.
* To follow whole school procedures with regards to the welfare and safeguarding of pupils.

**Safeguarding**

As a VIAT employee you will commit to safeguarding and promoting the welfare of children and young people.

**Equality and diversity**

The Trust expects every employee to take responsibility for promoting a culture that values and respects difference.

**Statement**

The list of duties in this job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job, and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

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| **PERSON SPECIFICATION** | | |
| **AREA** | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications** | Level 2 Diploma (or equivalent) with proficient practical skills. | Teaching Assistant Qualification |
| **Experience** | Previous experience of working with children. | * Experience of providing teaching assistance with a school * Experience of working with children with SEMH and/or ASD |
| **Knowledge** | * Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality. | * Knowledge of the primary school   Curriculum. |
| **Skills** | * Numeracy and Literacy skills * Basic IT skills * Have the 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. |  |
| **Attributes** | * Ability to work as part of a team * Calm, friendly nature * Flexible approach to tasks, new ideas and change * Actively enjoys working with children, has empathy and is sympathetic to their needs * Professionally discreet and able to respect confidentiality. * Confident and able to use own initiative * Patient and resilient |  |