

## The Beacon – Teaching Assistant - Job Description and Person Specification



<b>Job Title:</b>	Teaching Assistant
<b>Salary range:</b>	Kent Range 3 (FTE £23,337, pro rata £17,104) + SENA
<b>Responsibility to:</b>	Classroom Teacher
<b>Contract:</b>	Permanent, Term time only
<b>Hours:</b>	31.25 hours per week

<b>Main purpose of the role:</b>	To work support teaching and learning for SEN pupils as a part of a team under the immediate direction of a class teacher to whom you are responsible.
----------------------------------	--

### **Main duties**

<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Assist with the Implementation of planned learning activities/teaching programmes as agreed with the teacher</li> <li>• Support pupils with learning on a 1:1 or group basis as required</li> <li>• Maintain and prepare resources used in the classroom throughout the day.</li> <li>• Hoist, dress, feed, toilet, shower/bath and change pupils as needed</li> <li>• Participate in the implementation of Education Health and Care Plans, Individual Education Programmes and support pupils' access to a differentiated curriculum (EQUALS, National Curriculum, ASDAN etc.)</li> <li>• Support with educational trips or other off-site activities, such as sports, swimming or residential stays. This may include taking part in physical educational activities.</li> <li>• Support visiting therapists in carrying out specific programmes as directed by the Class Teacher and or intervention programmes</li> <li>• When necessary, be involved in some direct contact with parents</li> <li>• Care for sick pupils, whenever necessary during the school day</li> <li>• Accompany pupils to appointments, as needed</li> <li>• Supervise pupils during break/lunch, in the lunch hall, classroom or outdoors</li> <li>• Provide feedback to the teacher on the performance of pupils</li> <li>• Support with evidence for learning</li> <li>• Proactive in supporting with behaviour</li> <li>• Administer, when trained, drugs or medicine to individual pupils whenever necessary.</li> <li>• Use relevant school systems and technology</li> <li>• Take part in personal development opportunities and staff training courses</li> <li>• Take part in or be represented at departmental meetings and whole staff meeting.</li> <li>• Respect the confidential nature of all information gained</li> <li>• When required, take on the role of Keyworker in respect of pupils. This will involve maintaining a student log and establishing regular contact and exchange of information between the school and the parents</li> <li>• Remain flexible in meeting the needs of our pupils and school by supporting pupils in any class.</li> <li>• Act as an ambassador for the Beacon School within the local community</li> <li>• Committed to safeguarding and promoting the welfare of children and young persons at all times.</li> <li>• Be responsible directly to your Class teacher and Assistant Headteacher for the safety and wellbeing of pupils when left alone with them.</li> <li>• Undertake any other task or responsibility deemed reasonable by the Assistant Headteacher.</li> </ul> <p><i>The duties may be varied to meet the changing demands of the school/pupils and these duties may therefore be changed at the discretion of the Assistant Headteacher and following consultation with you.</i></p>
------------------------------------	---

## Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Professional Qualifications</b>	<ul style="list-style-type: none"> <li>GCSE A-C grade (or equivalent) in English and Maths.</li> </ul>	<ul style="list-style-type: none"> <li>Level 1, 2 or 3 Teaching Assistant Qualification</li> <li>First Aid Qualification</li> <li>Driving Licence</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Evidence of alignment with our school values in personal, educational or professional experiences.</li> </ul>	<ul style="list-style-type: none"> <li>Previous experience in school</li> <li>Previous experience working with children</li> </ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>Knowledge and compliance with policies and procedures relevant to safeguarding, child protection, health and safety, security, Equal Opportunities and confidentiality</li> <li>Ability to be flexible in carrying out a role that may vary from caring for basic needs such as toileting to supporting the implementation of more academic teaching programmes</li> </ul>	<ul style="list-style-type: none"> <li>Pro-act scip knowledge</li> </ul>
<b>Values and Qualities</b> <b>(All Essential)</b>	<ul style="list-style-type: none"> <li>Flexible and adaptable to change</li> <li>Honest and reliable team member</li> <li>Genuine interest in working with and supporting our pupils</li> <li>Committed to Beacon ethos and values</li> <li>Able to deal with all pupils and work colleagues regardless of race, colour, sex, disability, age or religious belief</li> </ul> <p style="text-align: center;"><i>Values &amp; Ethos should be aligned with the school's as follows:</i></p> <p style="text-align: center;"><b>Learning</b> - Inspiring excellence in teaching, learning and progress</p> <p style="text-align: center;"><b>Support</b> – Democracy, Caring for others, Openness, Equity, Self Help, Equality, Social Responsibility</p> <p style="text-align: center;"><b>Development</b> - Self responsibility, Honesty, Together</p>	

*The Beacon School is committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people. All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post.*