**Stone Bay School**





**Teaching Assistants 3**

**Job Description and Person Specification**

**School Mission Statement.**

We accept all students **as they are** and believe that every one of them is **entitled** to the very **best education**, delivered in an **environment** that is **supportive**, **caring** and **safe**.

Our goal is to develop our students to become:

* **Successful** Learners.
* As **independent** as possible.
* **Confident** individuals and self-advocates.
* **Effective** communicators and **contributors**.
* **Responsible** citizens.

We will do this by working to **ensure we get every aspect of their provision just right**, helping them to achieve academically, personally, socially and morally.

**“Getting it right for every student”**

# Teaching Assistant (TA3)

**Salary:** Kent Range 5 plus SEN allowance

**Hours:** Full-Time / Part-time

**Contract type:** Permanent, Term Time only

**Reporting to:** Class teacher

**Responsible for:** Supporting TAs within your class team

# Main purpose

To provide learning and care support for pupils with special educational needs (SEN). This will involve working with the teacher to plan and deliver activities and supporting pupils with routines, transitions and behaviour management.

# Duties and responsibilities

**Supporting pupils**

Build positive relationships with pupils, promoting high self-esteem and independence

Adapt communication style to respond to pupils according to their individual needs

Support pupils with their social, emotional and mental health needs, escalating concerns where appropriate

Promote high standards of pupil well being and positive behaviour, responding to dysregulated incidents in line with the school’s well being policy and guidelines on physical intervention

Assist with the development and delivery of individual education and support plans in line with the pupils Education and Health Care Plan.

**Teaching and learning**

Contribute to the planning of differentiated learning activities for individual or small groups of pupils with special educational needs (SEN), delivering activities inside or outside the classroom

Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning

Use ICT skills to advance pupils’ learning

Through photographic annotated observations, verbal feedback, provide regular feedback to teachers on pupil progress, attainment and barriers to learning

Support class teachers with maintaining positive well being among pupils, through implementing the strategies on the pupils well being plans and managing engagement levels effectively to ensure a good and safe learning environment

Monitor, record and report on progress and attainment

Supervise a class if the teacher is temporarily unavailable

Contribute to the overall ethos, aims and work of the school

**Working with staff, parents/carers and relevant professionals**

Share knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision

Communicate effectively with parents and carers under the direction of teachers

Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers

Collaborate and work with colleagues and other relevant professionals within and beyond the school

Develop effective professional relationships with colleagues

**Professional development**

Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness

Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school

Take part in the school’s appraisal procedures

Other areas of responsibility

**Safeguarding**

Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies

Promote the safeguarding of all pupils in the school

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

**Person specification**

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| **Criteria** | **Qualities** |
| **Qualifications**  **and training** | · GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and maths (consideration of candidates who have not attained the above qualifications but whom show proven ability at interview)  · NVQ Level 3 (or above) Teaching Assistant Qualification / Health and Social Care or willingness to train |
| **Experience** | · Experience working in a school environment or other educational setting  · Experience working with children / young people with special educational needs (SEN) particularly children with Autism  · Experience planning and delivering learning activities |
| **Skills and knowledge** | Good literacy and numeracy skills  Good organisational skills  Ability to build effective working relationships with pupils and adults  Skills and expertise in understanding the needs of all pupils  Knowledge of how to help adapt and deliver support to meet individual needs  Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils  Excellent verbal communication skills  Ability to work as part of a team and to be flexible in their approach to daily routines  Active listening skills  The ability to remain calm in stressful situations  Knowledge of guidance and requirements around safeguarding children  Good ICT skills, particularly using ICT to support learning |
| **Personal qualities** | Enjoyment of working with children  Sensitivity and understanding, to help build good relationships with pupils  A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school  Commitment to maintaining confidentiality at all times  Commitment to safeguarding pupil’s wellbeing and equality  Resilient, positive, forward looking and enthusiastic about making a difference  Capacity to inspire, motivate and challenge children and young people |

**This job description will be reviewed yearly in line with the appraisal process. This job description may change in line with the appraisal process and the needs of the school.**

**You will be required to attend the weekly staff training/team meeting until 5pm. From September 2023 this day will be on a Wednesday**

**NB: In line with teachers directed time policy, it will be a Tuesday for the remaining academic year Jan 2022-July 2023**