

JOB DESCRIPTION

Job Title: Offsite Learning Teaching Assistant (with minibus driver responsibility)

Reports to: Class Teacher / Deputy Head



PURPOSE OF JOB:

Specialist Teaching Assistants will be allocated to the areas where they will be responsible for supporting the class teacher in the teaching and welfare of children to ensure they attain the targets set under their individual educational programmes. Dealing with pupils' therapeutic, behavioural and personal care needs.

The designated Teaching Assistant will assist the class teacher and help organise offsite trips and visits ensuring risk assessments and visit information is provided. It will be necessary that we liaise with the Local Authority through Evolve for any out of County trips including residential trips. You will be responsible to drive the Nexus School minibuses in a responsible and competent manner, ensuring the safety of the passengers, other road users, members of the public and yourself at all times.

PRINCIPAL ACCOUNTABILITIES:

- Being the designated Teaching Assistant to drive the school minibuses as and when required.
- Attend relevant training courses as identified and agreed, this will include Minibus Driver Awareness Scheme (MiDAS) training with Kent County Council.
- Ensure the maintenance of a clean, orderly and safe working environment ensuring that equipment / resources / materials are set out on time and as per instructions and used safely to enable pupils to meet their learning targets.
- Assist the teacher with learning activities ensuring health and safety and good behaviour of pupils (including off-site activities.)
- Support the pupils in accessing learning activities as directed by the teacher to enable pupils' progress towards their targets.
- Be aware of and support differences to ensure all pupils have equal access to opportunities to learn and develop.
- Provide clerical / admin support (e.g. typing, photocopying, display etc.) and undertake basic record keeping in respect of pupil learning, behaviour management, child protection etc. (including liaising with therapists) as directed in order to support the teacher deliver the specific learning programmes set for each child.
- Be aware of and comply with 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.
- Attend to pupils' personal care needs and assist with the organisation of refreshments and mealtimes to ensure pupils' wellbeing and health and safety.
- Implement behaviour management programmes for pupils with severe learning and /or emotional problems to ensure pupils' wellbeing, health, safety and learning needs are met.

- Provide support for the class teacher, outdoor learning teaching assistant and colleagues in the manual handling and/or physical restraint of pupils to ensure pupils' wellbeing, health and safety is maintained and assist with the development of hygiene, toilet training and general dressing programmes.
- Assist teacher and outdoor learning teaching assistant with learning activities ensuring health and safety.
- Contribute towards individual pupil outcomes and strategies.
- Observe, monitor and record the progress of pupils both using the appropriate format as advised by the class teacher including pupil learning, behaviour management, wellbeing, child protection etc. (including liaising with therapists) as directed in order to support the teacher deliver the specific learning programmes set for each child.
- Attend training outside of contracted hours with advanced notice and in negotiation.

NECESSARY EXPERIENCE:

- An approved KCC Minibus driver – training can be given
- First Aid at work – training can be given
- Good standard of general education together with good numeracy and literacy skills; Grade C or above at GCSE (or equivalent) in English and Maths.
- Use basic technology i.e. computer, video, photocopier etc.
- Previous experience of working with children.
- Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.
- 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.

PERSONAL ATTRIBUTES:

- Hold a clean driving licence
- A positive attitude to all aspects of work
- To be adaptable and flexible
- To demonstrate a desire to do your very best and to want to improve yourself
- To show dignity and respect for everyone
- To be self-assured and independent
- To act in a professional manner
- To use initiative
- To demonstrate accountability for all your actions

JOB CONTEXT:

Teaching Assistants with responsibilities will be expected to work effectively with individual pupils and/or small groups under the direction and supervision of a class teacher. They will contribute to, and need to demonstrate skills in planning, monitoring, assessment and class management. Teaching Assistants would also be expected to work as part of the school team and contribute to plans to ensure the school meets its aims.

The post holder must work within the relevant policies, codes of practice and legislation reporting any concerns to the relevant person.

The post holder must have good communication skills to be able to inform, persuade, inspire and motivate pupils and provide feedback to other professionals and parents as required.

Requirements before allocated to the role of Specialist ASD or Specialist SLD / MLD role:

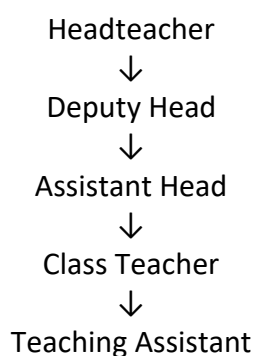
- Completion of all elements of the school Induction Program
- Successful completion of a 6-month probationary period
- Engagement with Mentoring Program
- Completion of agreed elements of the Core Training Program
- Achieve “Meets Required Standards” grade at first PMR
- Be working within the National Occupational Standard Unit STL12

SCOPE FOR IMPACT:

Support staff in schools to make a strong contribution to pupils’ learning and achievement. Teaching Assistants provide support to teachers and schools allowing qualified teachers to make even more effective use of their time, professional knowledge, skills and understanding. Teaching Assistants contribute to pupils’ learning and will have a significant impact on pupils’ achievement.

ORGANISATION:

(not line management responsibilities)



PERSON SPECIFICATION

	Essential	Desirable
TRAINING & QUALIFICATIONS:		
English and Maths GCSE or equivalent grade C/4 or above (original certificates must be brought to interview)	✓	
Any NVQ 2 showing ability to study at that level		✓
Evidence of attending training to develop own skills	✓	
KCC Mini bus approved driver (training can be provided)		✓
First aid at work certificate (training can be provided)		✓
PROFESSIONAL KNOWLEDGE & UNDERSTANDING:		
Experience within any school		✓
Experience with children / young people with Additional Educational Needs		✓
Able to use IT for their own needs and to develop children's learning	✓	
PERSONAL SKILLS & ABILITIES:		
Excellent sense of fun, humour and enjoyment of life	✓	
Able to build and manage relationships constructively with a wide range of pupils, adults and professionals	✓	
Personal organisation skills in order to meet the many and varied elements of the role	✓	
Able to work as a member of a team	✓	
OTHER REQUIREMENTS:		
Application forms must be completed in full – dates & grades of qualifications are essential	✓	
Supporting letters should be clear and concise and relate to the person specification and job description	✓	
Underpinned by an overall philosophy / understanding of special education	✓	

The interview will explore candidates' ability to perform the duties of the post as well as:

- Safeguarding and promoting the welfare of children
- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children / young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

If shortlisted, any relevant issues arising from references will also be discussed further at interview.

