**JOB DESCRIPTION**

**Job Title:** Aspen 2 Teaching Assistant

**Responsible to:**  Aspen 2 Class Teacher

Aspen 2 is the Dover District Specialist Provision for students aged 11 - 18 with profound, severe and complex learning needs. All students within Aspen 2 have an Education Health Care Plan and are working at levels which are significantly below their age-related mainstream peers. Whilst Aspen 2 is designated as a Specialist Resource Provision, within the heart of Dover Christ Church Academy, it functions as a special school with students spending most of their time studying highly differentiated curriculums within their Aspen 2 classes.

**Purpose of the Job:**

* To enable students with complex special educational needs to access an appropriate curriculum and additional learning opportunities.
* To support our pupils with SEND to fulfil their academic and personal potential.
* To​ ​work​ ​under​ ​the​ ​guidance ​of​ ​teaching​ ​staff​ ​to​ ​undertake tasks ​enabling​ ​access​ ​to​ ​learning​ ​for​ ​pupils​ ​and to​ ​assist​ ​the​ ​teacher​ ​in​ ​the​ ​management​ ​of​ ​pupils​ ​and​ ​the​ ​classroom. ​ ​
* To promote​ the ​inclusion​ ​and​ ​acceptance​ ​of​ ​children​ ​with​ ​Special​ ​Educational Needs​ ​throughout the school.
* To ensure that Turner Schools are places where children thrive and knowledge matters by upholding and modelling The Trust’s values in all aspects of the role;
* To promote a community of learners with purpose and passion while modelling the Turner Schools “Walk The Turner Talk” values in all aspects of the role.

**Key Duties and Responsibilities:**

* Interact​ ​with​ ​and​ ​support​ ​pupils with all aspects of school life.
* Support pupils both academically and pastorally.
* To actively support the class teacher and Aspen 2 students in behaviour management.
* To assist students with personal care (including dressing, feeding, toileting) in accordance with school protocols and reporting any concerns to the class teacher.
* To assist students with mobility issues including undertaking transfers / lifting in accordance with school protocols and ensuring the correct use of manual handling equipment.
* To fully support a positive behaviour approach in line with ‘Proact-SCIPr-UK'
* To have an awareness of the needs (learning, medical, care and pastoral) of the students within Aspen 2, seeking guidance from the class teacher when required.
* To administer medication to individual pupils in accordance with agreed school procedures.
* Support pupils during key transition points both academically and pastorally.
* Deliver appropriate interventions.
* Build​ ​and​ ​maintain​ ​positive ​relationships​ ​with​ ​pupils.
* To build​ ​motivation​ ​by​ ​modelling​ ​good​ ​practice.
* To​ ​be​ ​involved​ ​in​ ​keeping​ ​records​ ​and​ ​evaluating​ ​identified​ ​pupils’​ ​progress.
* Assist​ ​with​ ​the​ ​development​ ​and​ ​implementation​ ​of​ ​support​ ​plans and Annual Reviews.
* To fully engage with PDRs and training.

**Personal Qualities and Attributes:**

* Ability to contribute towards school and the Trust’s vision and ethos.
* A professional and positive manner, relish solving problems and take pride in helping people;
* Academic ambition for all pupils; a genuine passion and belief in the potential

of every pupil.

* Strong interpersonal, written and oral communication skills
* Motivation to improve standards and achieve excellence
* Ability to demonstrate honesty and integrity
* Excellent organisational skills
* Ability to work collaboratively with partner schools in the Trust and beyond
* Ability to communicate effectively, professionally and in a friendly manner with colleagues, pupils, and parents and external agencies;

To enjoy helping others and be able to resolve any issues in a professional, calm and measured manner.

**Qualification Criteria:**

* Level 2 in English and Maths - GCSE or equivalent (Essential)
* CPD relevant to the role (Desirable)
* ProAct Trained (Desirable)

**Experience:**

Essential

* Previous experience of working with young people

Desirable

* Previous experience working in a role supporting students in a school setting
* Previous experience working with young people with special educational needs or disabilities

All job descriptions may, following consultation with you, be subject to change to reflect or anticipate changes in the job, which are commensurate with the salary and job title.

Employees are expected to comply with any reasonable request from the Principal or the Senior Leadership Team to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

Turner Schools will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

**Turner Expectations**

Turner staff will ‘Walk the Turner Talk’. They will:

* **Speak and act with care:** Always show compassion and respect for children.
* **Act boldly:** Be ambitious for yourself and the children and young people we serve.
* **Learn from adversity:** Be evaluative, thoughtful and reflective.
* **Challenge convention:** Be curious, welcome differences and unfamiliar thinking.
* **Connect with others:** Support colleagues, parents and pupils to make a great team.
* **Use your voice:** Offer different views and ask questions.
* **Do what it takes:** Be relentless in pursuing the best for children.
* **Ask for support:** Be open and honest when plans go awry.
* **Don’t give up:** Be calm, resilient and measured when managing challenges.

**Acceptance:**

I confirm that I have received and understand the job description

Name………………………………………………………………………….

Signed………………………………………………………………………….

Dated…………………………………………………………………………..

Line Manager………………………………………………………………

Signed…………………………………………………………………………

Dated………………………………………………………………………….