



Job Description

Position:	Teaching Assistant
Responsible to:	SENCo
Responsible for:	Students with SEND

Purpose of Position

To assist with promoting the education and welfare of pupils with special educational needs and/or disability; having regard to the aims and objectives of Sackville School and its policies.

To work under the direct instruction of the SENCo, to support access to learning for students allocated to them who require additional support with their learning.

Relationships

The post holder is responsible to the SENCo and will also liaise with other Teachers and Teaching Assistants as required. The post holder also interacts on a professional level with other colleagues and seeks to establish and maintain productive relationships with pupils, parents and support staff, including peripatetic staff and outside agencies.

Standards and Quality Assurance

1. Support the aims and ethos of the school;
2. Set a good example in terms of dress, punctuality and attendance.

Support for the School

1. Be aware of and comply with policies and procedures relating to child protection, Health & Safety, security, confidentiality and data protection, reporting all concerns to an appropriate person in a timely manner;
2. be aware of and support difference and ensure all students have equal opportunities to learn and develop;

Support for Students

1. To share in the responsibility for the discipline and pastoral care of the students allocated to them, including the safeguarding and promoting of children's welfare;
2. To generally maintain good order and discipline among students and safeguard their health and safety, both on and off the School premises;
3. Establish and maintain good relationships with students, acting as a role model and being aware of and responding appropriately to individual needs;
4. Supervise and support designated students ensuring their safety and access to learning;
5. Assist with the implementation of students' Targets;
6. Promote the inclusion and acceptance of all students;
7. Encourage students to develop self-discipline, self-esteem, confidence and independence;
8. To liaise with parents by email where necessary and to meet annually with parents of SEND students.

Health & Safety

The post holder shares responsibility for the safety of all students and must ensure that:

1. All accidents are reported to the School First Aiders and recorded using School's Accident Report Form procedure;
2. Headmaster is kept informed of any concerns regarding Health & Safety and safe working practices.

Safeguarding Children

It is the job holder's responsibility for promoting and safeguarding the welfare of children for who s/he is responsible, or with whom s/he comes into contact, to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the role, the job holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, s/he must report any concerns to the School's Child Protection Officer, or the Headmaster.

Person Specification

The successful candidate is likely to match most or all of the following characteristics:

- A Teaching Assistant with experience of working with children and having a passion for education;
- Ability to teach with a multisensory approach with an excellent understanding of the specific learning needs of pupils;
- A keen and self-motivated practitioner, who wishes to be a committed team member in a successful school;
- Calmness and efficiency and the ability to work under great pressure at certain times;

- A cheerful and well-presented person;
- Excellent communication skills (oral, written and use of ICT);
- Good organisational and administrative skills;
- An understanding of the nature of independent education and of the high expectations therein;
- Aware of Health & Safety issues and willing to comply with Health & Safety policy;
- Aware of the nature of the School and prepared to commit to its all-round ethos;
- A good sense of humour is essential;
- A willingness to work hard, with energy and enthusiasm, and be prepared to go 'the extra mile'.

"The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Alpha Schools Safeguarding - Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to Children's Social care and/or the Local Authority Designated officer."