



Name:		Date:	
Job Title: Teaching Assistant			
SALARY INFORMATION:			
Hours: 30	Weeks: 39	Kent Range 3	Allowances: SEN
Hours of Work:	Mon – Thur 8.20-3.05 8.20-2.15		20 minute Lunch Break and 15 minute morning break

The School

Elms School is a day special school for pupils aged 6 to 16 years. All pupils have a statement of Special Educational needs or Educational, Health Care plan. Most have complex social, emotional and mental health difficulties and additional learning difficulties, such as ADHD, adolescent psychiatric problems, attachment disorder issues along with challenging behaviours. The BESD pupils have deep-seated and long-term emotional needs, but are functioning at a higher academic level. A high percentage of pupils also have Autistic Spectrum Disorders.

Many pupils travel from a wide area across Kent to attend Elms School

Employment

The post holder is expected to work within the rules and regulations laid down in the current “Kent Range” manual. The Head Teacher will take notice of advice given by professional associations.

The post holder will demonstrate a commitment to the aims, vision, development plan and policies of the school. In return the management are committed to support in the training and development of all members of staff. We aim to provide staff with the skills they need to fulfil their duties so that we achieve the highest standards in all we do.

The post holder will share responsibility for identifying their own individual training needs and will demonstrate a commitment to work collaboratively and co-operatively to fulfil these.

Deployed by: Deputy Head Teacher

Accountable to: Individual teachers as deployed

Appraiser:

1. PURPOSE OF JOB

- Support the class teacher in the teaching social development and welfare of pupils to ensure they attain the targets set under their individual educational programmes. Dealing with pupils therapeutic, behavioural and personal care needs.
- To be flexibly deployed according to the changing needs of the pupils and school.
- To work in a range of contexts including supporting individual children, working with classes or groups and or a range of teachers throughout the school and supporting pupils off-site including integration support in school or college.
- To provide a commitment to safeguarding and promoting child welfare.
- To actively promote Fundamental British Values

2. PRINCIPAL ACCOUNTABILITIES

- Ensure the maintenance of a clean, orderly and safe working environment making sure that equipment/resources/materials are set out on time and as per instructions received and used safely to enable pupils meet their learning targets.
- Assist the teacher with learning activities ensuring health and safety and good behaviour of pupils (including off-site activities such as trips, swimming etc.). 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, collection and recording of money 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, comply and assist with the development of school policies and procedures especially those relating to child protection, health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure pupils' wellbeing.
- To take account of the personal, social and emotional needs of pupils when managing them in accordance with the Managing Relationships policy.
- Contribute to the overall work/aims of the school and appreciate and support the role of colleagues and other professionals to enable the school 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 (this may include feeding pupils by gastric tube following appropriate training) to ensure pupils' wellbeing and health and safety. Be one of a pool of first aiders and MARCS Trained staff to administer medications in school. Full training will be provided.
- 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 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.
- Attend and support the class teacher at all Parents Evenings and Annual/Transitional Review Meetings.

3. GENERAL ACCOUNTABILITIES

- **CODE OF CONDUCT** – All members of staff are expected to abide by the school’s Code of Conduct which includes our dress code.
- **TEAM TEACH TRAINING** - All members of staff are expected to attend and take part in all training relating to Team Teach, which is part of the school’s behaviour management policy.
- **STAFF TRAINING DAYS** – All members of staff are expected to attend and take part in all Staff Training Days.
- **PARENTS EVENING & ANNUAL/TRANSITION REVIEW MEETINGS** – All members of staff are expected to attend and support the class teachers during Parents Evening and Annual/Transition Review Meetings.

4. SCOPE FOR IMPACT

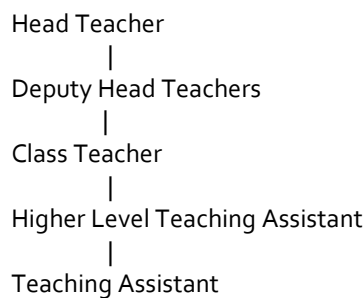
Support staff in schools make a strong contribution to pupils’ learning and achievement. Teaching Assistants provide support to teachers and schools allowing qualified teachers to make even more effective use of their time, professional knowledge, skills and understanding. TAs contribute to pupils’ learning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

5. JOB CONTEXT

- TAs 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. TAs 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 communications skills to be able to inform, persuade, inspire and motivate pupils and provide feedback to other professionals and parents as required.
- The post holder must have a good literacy & numeracy skills a minimum of Grade C at GCSE or equivalent in Maths & English.

6. ORGANISATION

(not Line Management responsibilities)



Agreed By Job Holder	Approved By Manager
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