



Meadowfield School Job Description

Teaching Assistant

Grade: Kent Scheme A plus SENA
Responsible to: Teacher / Assistant Principal

Job Description

Purpose of the Job:

To work with teachers to support teaching and learning for pupils with profound, severe and complex needs, providing general and specific assistance to pupils under the guidance and supervision of the classroom teacher.

Support the welfare of pupils and ensure that the School Values are reinforced throughout the school curriculum. Prepare pupils for adulthood through the building of positive relationships with pupils, promoting independence, self-esteem, and social inclusion.

Key duties and responsibilities:

1. Work with individuals or small groups of pupils in the classroom under the direct supervision of the teacher and provide feedback to the teacher, undertaking record keeping in respect of pupil learning, behaviour support, safeguarding etc.
2. Support pupils to understand instructions, support independent learning and inclusion of all pupils. Adapt communication style to respond to pupils according to their individual needs.
3. Attend to personal care needs to ensure pupil's wellbeing and health and safety. Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence.
4. Support the teacher in behaviour management and keeping pupils on task.
5. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
6. Prepare and clear up learning environment, equipment and resources, including photocopying, filing and the display and presentation of pupils work and contribute to maintaining a safe environment.
7. Promote high standards of behavior, responding to incidents in line with the school's behavior policy. Implement behaviour support programmes for pupils with severe learning and/or emotional problems to ensure pupils' wellbeing, health, safety and learning needs are met.

8. Provide support for the class teacher and colleagues in the manual handling of pupils to ensure pupils' wellbeing, health and safety is maintained, and assist with the development of hygiene, toilet training and general dressing programmes.
9. Attend to pupils' personal medical care needs following appropriate training.
10. Liaise with therapists, as directed, to support the teacher to deliver the specific learning programmes set for each child.
11. Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
12. Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school. Keep knowledge and understanding relevant and up to date by reflecting on own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness.

Teaching Assistants in this role may also undertake some or all of the following:

1. Support pupils learning through an Early years ethos
2. Record pupil data and contribute to assessment.
3. Assist with break-time supervision including facilitating games and activities, ensuring health and safety and good behaviour of all.
4. Assist with escorting pupils on educational visits.
5. Support pupils in using basic ICT.
6. Invigilate exams and tests.

Safeguarding Responsibilities:

1. To understand the role and responsibilities of all staff in the safeguarding of children in the School and in providing a safe environment in which children can learn
2. To understand and meet the responsibilities as set out in the latest edition of Keeping Children Safe in Education
3. To engage in and complete all training in regards to safeguarding and ensure school policy and practice is followed

Equal Opportunity

The post holder will be expected to carry out all duties in the context of and in compliance with KCC's Equal Opportunities Policies.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Person Specification

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA	Desirable/ Essential	Assessed at Application/ Interview/Test
QUALIFICATIONS	Good standard of secondary education including English and Maths GCSE grade C/4 (or equivalent)	E	A
	Relevant qualification in education/childcare	D	A
EXPERIENCE	Previous experience of working with children.	E	A/I
	Experience of working in a school	D	A/I
	Experience of working in a SEN school	D	A/I
	Experience of working in SEN	D	A/I
SKILLS AND ABILITIES	Numeracy and literacy skills.	E	A/T
	Basic IT skills.	E	A/I
	Have the ability to relate well to children, understanding their needs and being able to respond accordingly.	E	A/I
	Ability to work well as part of a team and to form productive working relationships with adults.	E	A/I
	Good influencing skills to encourage pupils to interact with others and be socially responsible.	E	A/I
KNOWLEDGE	Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.	E	A/I
BEHAVIOURS AND ATTRIBUTES	Enthusiasm for supporting the wellbeing and education of pupils with profound, severe and complex needs	E	A/I
	Commitment to ensuring the safety and welfare of children	E	A/I
	Emotionally intelligent and resilient; able to deal with emotive situations involving children	E	A/I

	• Act with integrity, honesty, loyalty and fairness to safeguard the reputation of the school	E	A/I
	• Commitment to equality of opportunity for all	E	A/I
	• Proactive, flexible and adaptable	E	A/I
	• Punctual and conscientious	E	A/I

Signed

Date