JOB DESCRIPTION: **Teaching Assistant (TA)**

RESPONSIBLE TO: **Headteacher**

AIM OF JOB:

To provide the highest quality of education, care and preparation for life for all students in WESSEX LODGE SCHOOL

- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students with support from teaching staff
- To monitor and support the overall progress and development of students
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential
- To contribute to raising standards of student attainment and behaviour
- To share and support the WESSEX LODGE SCHOOL's responsibility to provide and monitor opportunities for personal and skill growth

The successful applicant will carry out the responsibilities of a Teaching Assistant as they apply to WESSEX LODGE SCHOOL this could be across any of our 3 sites in Frome, Maiden Bradley and Kilmington.

Working under guidance supporting, delivering learning and in some cases planning lessons.

1. Contribute to the management of student behaviour
   - Promote policies on student behaviour
   - Support implementation of strategies to manage behaviour
   - Contribute to the management of student behaviour
   - Employ strategies for behaviour management and report any problems to the teacher
   - Report any progress towards targets for student with Behaviour Support Plans
   - Provide level of attention appropriate to student's needs, modifying approach to ensure that desired outcomes are achieved
   - Deal with any disruption and report to the teacher any difficulties that you are unable to overcome
2. Establish and maintain relationships with individuals and groups
   - Establish relationships with individuals
   - Establish relationships with groups
3. Support students during learning activities
   - Provide support for learning activities
   - Obtaining equipment
   - Planning and teaching lessons when required by Head
   - Providing help with learning tasks
   - Feeding back to the teacher on progress made
   - Promote independent learning
   - Encouraging students to take responsibility for their own learning and promoting development of self-esteem
4. Review and develop own professional practice

- Take part in regular review of practice and take advantage of development opportunities
- Setting personal targets and attending relevant courses/in-service training

5. Assist in preparing learning environment
   - Prepare resources and materials
   - Assist in setting out learning materials and set out materials for use appropriate to the planned activities
   - Confirm type and quantity of materials with teacher
6. Contribute to maintaining student records
   - Confirm role and responsibility for helping to maintain record
   - Confirm understanding of purpose and nature of relevant student records
   - Update relevant records at agree time intervals
   - Ensure that contributions are accurate, complete and up to date
7. Observe and report on student performance
   - Knowledge of observation techniques and understanding types of reporting, including verbal and written
   - Carrying out observations after consultation with the teacher about purpose
   - Record findings in agreed format
8. Contribute to planning of learning activities
   - Understand the most effective way in which to support learning for a given task
   - Understand the needs of student/s with whom working
   - Discuss expected learning outcomes with teacher and agree upon success criteria
   - Provide feedback for teacher on outcomes of learning activity
9. Promote social and emotional development of students
   - Support students in developing appropriate relationships
   - Help to develop self-esteem of students
   - Along with other members of the team, help to resolve difficulties between students amicably and with regard to school policies
   - Employ strategies agreed by Wessex Lodge School via policies to raise self-esteem, such as rewards system and praise
10. Support maintenance of student safety
    - Demonstrate awareness of symptoms associated with minor health problems
    - Have full knowledge of Health and Safety policy
    - Respond to minor health problems, for example with regard to asthma, allergies etc.
    - Report any illness to teacher or other member of staff responsible for dealing with student health
11. Contribute to health and wellbeing of student
    - Awareness of strategies for assisting students to settle into new settings
    - Help students to adjust into new settings
    - Recognise signs of distress and offer reassurance
12. Support use of ICT in the learning area
    - Knowledge of the sorts of equipment available in Wessex Lodge School and where to find them
    - Procedure for reporting technical faults
    - Procedure for allocating ICT equipment for learning area use
    - Prepare equipment for use

- Support learning area use of equipment

13. Provide support for multilingual/bilingual students
    - Knowledge of the Wessex Lodge School policy for supporting multilingual/bilingual students
    - Explain purpose of activities to students
    - Agree with teacher strategies for supporting students
    - Knowledge of Wessex Lodge School policies for inclusion, equal opportunities, multiculturalism and anti-racism
    - Help students to access curriculum and support development of target language
    - Utilise cross curricular opportunities to develop target language skills
    - Deal with the challenges of the language demands of learning activities in ways that maintain student confidence and self-esteem
14. Help students to develop literacy and numeracy skills
    - Knowledge of Wessex Lodge School's policies for literacy and Numeracy
    - Working with individuals and groups on number or literacy tasks
15. Provide literacy/numeracy support to allow access to curriculum
    - Knowledge of intervention strategies to support students with literacy and numeracy difficulties
    - Supporting access to the curriculum through provision of support for literacy/numeracy difficulties
16. Liaison with other team members and parents in a professional manner
    - Awareness of Wessex Lodge School policies for communicating with parents and carers; policies for care and wellbeing of students; Wessex Lodge School's policy for confidentiality; policy and procedure for parents' access to teaching staff and teacher
    - Interacting appropriately and professionally with teachers and other colleagues and parents/carers
    - Contributing effectively to planning of joint actions within the team
    - Refer matters beyond competence and role to other professionals in Wessex Lodge School Care for children in ways that have regard for their home values and practices, complying with parents' wishes
    - Reassure parents who express concerns about their children
    - Ensure that parents' requests to see a teacher are dealt with promptly
17. Pass on concerns about students to relevant people in the Wessex Lodge School Support and drive minibus / vehicle to collect and return to home address of named students.

PERSON SPECIFICATION

Qualifications: preferred but not essential

- A good level of English and Maths
- Level 2/3 Award in supporting teaching and learning in schools
- Level 2/3 Certificate in supporting teaching and learning in schools
- Level 2/3 Certificate in cover supervision of students in schools
- Level 2/3 Diploma in specialist support for teaching and learning in schools
- Higher Level Teaching Assistant (TA4 / HLTA)

Additional needs: essential

- Full driving licence

Experience/Knowledge – preferred but not essential

- Proven successful experience of working with children in an educational setting
- Experience of working with autistic children
- Have an understanding of the importance of lesson planning, IEPs and learning objectives to contribute to learning
- Knowledge and understanding of the importance of the school's Health and Safety policy
- Understanding of and commitment to work within the scope of the school's equal opportunities policy

Skills and abilities; essential

- Ability to work as part of a team
- Able to communicate effectively with a range of people
- Excellent listening skills and calm under pressure
- Well organised and practical
- Adaptable and flexible
- Able to form and maintain a range of Teaching and Learning strategies
- Able to form and maintain appropriate professional relationships and boundaries with children and parents
- Able to organise and deliver classroom activities and implement a range of Teaching and Learning strategies
- Able to deal with sensitive information in a confidential manner

Additional factors: essential

- Have a caring and positive nature
- Prompt and reliable
- Prepared to undergo training appropriate to the post
- Work in line with the school's behaviour policy
- Work within the guidelines of the Safeguarding Children and Young People's policy
- Willingness to attend and participate in meetings to review student progress
- Ability to monitor and evaluate student performance