

Job Description

Teaching Assistant - ARB

Activity code: 205 Cost centre: 2ARB Department: ARB

Job title	Teaching Assistant - ARB	Based at	School
Line Manager	ARB Teacher/SENCO		
Direct Line Management responsibility	None	Indirect Line Management responsibility	None
Frequent working relationships	Pupils, families, teaching staff, central team, external agencies/support		

Main purpose of the role	<p>To take a pro-active role in the support of the communication, educational, social, emotional, sensory and physical needs of pupils; to support the curriculum and the School through the provision of a high level of assistance in the practical organisation of class activities, undertaking group or one to one work and ensuring the welfare and development of pupils.</p> <p>To meet the needs of pupils with specific special education needs, within the ARB or a mainstream setting as required. To work within and to support the vision and ethos of the Trust</p>
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Duties & responsibilities

For all roles

- Understand and implement all Safeguarding policies and procedures in relation to working with children and young people
- Adhere to all Trust policies and procedures
- Be responsible for own continuing professional development
- Attend meetings as requested
- Maintain confidentiality at all times
- Undertake other duties as appropriate to the level of the role as required

Duties & responsibilities

1. To assist individuals and groups of children in developing knowledge, skills and attitudes as defined by the Curriculum. To take into account the learning support involved to aid the children to learn as effectively as possible.
2. Establish supportive relationships with the pupil/s concerned and to encourage acceptance and inclusion of all pupils including through social times such as break and lunch times.
3. Encourage social integration and individual development of pupils. To develop methods of promoting and reinforcing pupils' self-esteem including supervising and organising play activities that are safe and appropriate for all pupils during social times
4. To assist in preparing, using and maintaining relevant teaching resources, including wall displays and cleaning up classrooms after activities. To ensure that basic classroom materials are available for use.
5. To be responsible for monitoring the use of and maintaining an up-to-date inventory of all classroom materials and equipment. To monitor stock levels of materials, check for missing and/or damaged equipment, and arrange for new supplies to be ordered as required (subject to approval) so as to ensure all necessary teaching aids are readily available at all times.
6. Assist with lunch and break time supervision of children on a rota basis in accordance with the School's Policy for Playground Supervision including managing behaviour and interacting positively with pupils encouraging engagement in meaningful activities and managing emergencies that may occur. Support at mealtimes including assisting pupils with preparing for meals, helping children with the correct use of cutlery, promoting good table manners and encouraging children to eat a variety of foods.
7. To accompany children on educational visits and outings as supervised by the Teacher.
8. To assess, monitor and record children's progress in relation to targets, and to feedback to the SENDCO/Teacher with regard to children's progress and the success of targets, including making recommendations for alterations to improve the effectiveness of targets.
9. To assess, monitor and record children's progress, health, behaviour and general wellbeing. To feedback any information (including concerns) regarding the well-being and educational needs of children to the Teacher, Headteacher or Designated Child Protection Officer as appropriate.
10. To meet with teachers, SENDCOs, appropriate curriculum leaders and Governors on a regular basis to discuss improvements to the teaching practices, delivery of the curriculum and progress and concerns regarding individual pupils.
11. To be aware of confidential issues linked to home/pupil/Teacher/school work and to ensure the confidentiality of such sensitive information.
12. To supervise an individual or small group of children (i.e. RWI grouping) under the overall control of the Teacher.

13. To administer minor first aid (as trained), assist in the dispensation of medically prescribed controlled drugs (as per the approved procedure) and to assist with children who are sick as needed.
14. To carry out administrative tasks associated with all of the above duties as directed by the Teacher.
15. To be aware of and work in accordance with the school's child protection policies and procedures, and to raise any concerns relating to such procedures which may noted during the course of duty. To update "My concern" safeguarding tool as required.
16. To maintain confidentiality of information acquired in the course of undertaking duties for the school.
17. To meet the mobility needs of the pupil assisting in the use of a wheelchair/hoist, ensuring compliance with safe lifting procedures and any associated training received.
18. To meet the needs of incontinent pupils.
19. To meet the needs of pupils with emotional and behavioural difficulties. To reduce the risk of restraint, however using appropriate techniques to support the pupil, ~~to~~ preventing harm and disruption to the pupil or others, within the limits of the post holders training and school policies and procedures.
20. To develop methods of promoting/reinforcing the pupil's self-esteem and to promote independence through the development of self-help skills.
21. To assist with the transportation of pupils providing that the volunteer driver consent form and appropriate insurance is in place and that the driver has an additional staff member as an escort.

Mandatory training

Prior to starting employment

- Child Protection/Safeguarding
- Online safety
- Prevent
- Cyber security
- GDPR
- Equality & inclusion
- Health & Safety awareness (in induction pack)
- Fire awareness (in induction pack)
- Health & Safety induction

Role specific (prior/after starting employment)

- Moving handling people
- Positive behaviour/restraint reduction
- First Aid
- Epilepsy

Prepared by: An Daras Trust

Date: January 2023

Person Specification

Teaching Assistant - ARB

Qualifications		Essential	Desirable	How identified		For shortlisting only
Criteria				Application form	Interview	Criteria met (application form)
1.	GCSE Grade C or Grade 4 (or equivalent) in English and Maths	✓		✓		
2.	TA qualification(s)	✓		✓		
3.	Further professional development and qualification in Education		✓	✓	✓	
4.	Training in the Key Stage 1/2 Curriculum		✓	✓	✓	

Experience		Essential	Desirable	How identified		For shortlisting only
Criteria				Application form	Interview	Criteria met (application form)
1.	Assisting individuals and groups of children in developing knowledge, skills and attitudes as defined by the Curriculum.	✓		✓	✓	
2.	Experience of working with children with SEN needs	✓		✓	✓	
3.	Evidence of wider professional development		✓	✓	✓	

4.	Evidence of passion and interest for learning experiences outdoors and a commitment to continuous provision experiences		✓	✓	✓	
5.	Experience of working with a range of SEN needs		✓	✓	✓	

Knowledge		Essential	Desirable	How identified		For shortlisting only
Criteria				Application form	Interview	Criteria met (application form)
1.	Knowledge of SEN provision	✓		✓	✓	
2.	Knowledge of SEN programmes	✓		✓	✓	
3.	Knowledge of the National Curriculum		✓		✓	
4.	Knowledge of SEN assessment		✓	✓	✓	
5.	Knowledge of how to use technology to support provision/ SEN provision		✓	✓	✓	
6.	Knowledge of formative and summative assessment		✓	✓	✓	

Skills		Essential	Desirable	How identified		For shortlisting only
Criteria				Application form	Interview	Criteria met (application form)
1.	Able to assist with lunchtime daily and break time supervision of	✓		✓	✓	

	children on a rota basis					
2.	Good interpersonal skills	✓			✓	
3.	Able to relate sensitively to children	✓			✓	
4.	Confident communicator	✓			✓	
5.	Able to work as part of a team	✓		✓	✓	
6.	Able to support with preparing teaching resources, including wall displays	✓		✓	✓	

Other		Essential	Desirable	How identified		For shortlisting only
Criteria				Application form	Interview	Criteria met (application form)
1.	Knowledge and understanding of Safeguarding	✓		✓	✓	