EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

Job Title: Teaching Assistant/Learning Support Assistant

School:

Grade: Single Status 3-5 (see addendums)

Responsible to:

Purpose of the Role:
All support staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities. This will mean focusing on the needs of pupils, colleagues and parents/carers and being flexible in a busy pressurised environment.

This role assists in promoting the best possible outcomes in terms of well-being, learning and personal development of all pupils A teaching assistant is required to be nurturing and confident in supporting children's pastoral well-being, patient, resilient and accepting.

Key tasks:

1. Support pupils in achieving the best possible outcomes.
2. Modify and adapt the delivery of the learning activity under the guidance of a teacher.
3. Responsible for the promotion of the well-being and safeguarding of pupils, including the provision of personal care, medical intervention and moving and handling pupils as required. This will be outlined in medical healthcare plans, PEEPs and Intimate Care Plans.
4. Establish effective relationships with the pupils, parents/carers, (under the direction of a teacher or senior leader), colleagues and external agencies to work successfully as part of the team around the pupil.
5. Aware of and able to support or implement the teaching and learning, behaviour and safeguarding policies.
6. Support pupils in developing interaction, communication, independence and inclusion both in and out of the classroom.

7. Support pupils both individually and in groups with the use of a wide range of learning resources to support the best learning outcomes, using specific training, such as Thrive, Elsa, sensory circuits, nurture or counselling, training would be provided.
8. Support the teacher in meeting the needs of SEND and complex needs pupils in the class, including behavioural, EAL, academic, physical / sensory and social needs.
9. Support teachers in the tracking of pupil progress, including the accurate recording and management of assessment data and interventions. Contribute to the SEND reviews of children's progress, providing objective and accurate feedback.
10. Prepare activities and resources in advance of the lesson and undertake practical tasks to maintain a good learning environment.
11. Carry out playground/break and lunch time supervision and support as required.
12. Escort and supervise pupils on educational visits and out of school activities, ensuring their learning, health, safety and well-being. This will also be outlined in medical healthcare plans and risk assessments.
13. Carry out the above duties in accordance with all school policies and maintain confidentiality at all times.
14. Provide support in exams/tests as required.

Progression/appointment to Single Status 4 is dependent on a progression opportunity being advertised and these additional duties being required, (delete as appropriate);

Option 1;

15. Deliver whole class lessons and activities for up to 30% of employed time throughout the school year.
16. Administer and assess routine tests and invigilate exams/tests.

Option 2;

17. Assist with the implementation of an Education Health Care Plan (EHCP), using a range of strategies to support the development of the pupils.
18. Deliver timetabled interventions to individual pupils with responsibilities for outcomes.

Progression/appointment to Single Status 5 is dependent on a progression opportunity being advertised and these additional duties being required;

19. Work within the alternative provision / nurture classes.
20. Provide care to SEND students with medical needs, which may include requiring help with mobility, Physiotherapy supervision and/orother medical and personal care.
21. Undertake medical responsibilities for named pupils across the school as and when needed, ensuring that medical procedures relating to the needs of named pupils are followed accurately.
22. Undertake first aid training and training specific to the needs of the pupils identified as requiring additional care.

PERSON SPECIFICATION

Essential key skills, abilities, knowledge, experience, values and behaviours

1. Ability to communicate effectively with a range of people in a clear, concise and accurate manner, changing messages to suit different audiences, including pupils.
2. Able to converse at ease with all relevant stakeholders, (i.e. the team around pupils) and provide advice in accurate spoken English.
3. Ability to assess, adapt and learn from changing situations to modify or adapt the activities.
4. Ability to work effectively and supportively as a member of the school team.
5. Ability to provide levels of group and individual attention, reassurance and help with learning tasks as appropriate to the pupil(s) needs.
6. Ability to monitor the pupils' response to learning activities, and where appropriate, modify or adapt the activities as agreed by the teacher
7. Ability to work within and apply all policies.
8. Basic understanding of Mathematics.
9. Ability to use technology as part of the role: Microsoft 365 including Outlook, Excel, Word.
10. A commitment to professional and personal development.
11. Commitment to maintain confidentiality on all school matters.
12. Willingness to work across the school as part of the school team in all years and subjects as required.

Progression/appointment to Single Status 4 is dependent on demonstrating:

13. Ability to manage a whole class.
14. Experience of using a wide range of learning resources to support the best learning outcomes.
15. Knowledge of teaching and learning strategies.
16. Experience of supporting children, including those with special educational needs.

Progression/appointment to Single Status 5 is dependent on demonstrating:

17. Ability to use a range of positive behaviour management strategies to support anxiety and wellbeing in pupils.
18. Knowledge of neurodiversity and how this can impact pupils.

Desirable key skills, abilities, knowledge, experience, values and behaviours

19. RQF Level 2 qualification for Teaching Assistants.
20. Awareness of safeguarding and able to act on school policies, including Keeping Children Safe in Education, (KCSIE).
21. Awareness of the teaching and learning, behaviour and safeguarding policies
22. Ability to consistently and effectively implement agreed behaviour management strategies
23. Ability to assist in the recording of lessons and assessments as required by the teacher

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Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Function	**Applicable to role**
Using display screen equipment	Yes
Working with children and/or people with care and support needs	Yes
Moving and handling operations	No
Occupational Driving	No
Lone Working	No
Working at height	No
Shift or night work	No
Working with hazardous substances	No
Using power tools	No
Exposure to noise and/or vibration	Yes
Food handling	Yes
Exposure to blood or body fluids	Yes