



**Farney Close School,**

**Bolney Court, Bolney, West Sussex, RH17 5RD**

### **Job Description**

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**Job Title:** Teaching Assistant (TA)

**Reports to:** HLTAs

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#### **Brief Description of Job (Purpose):**

To work as a Teaching Assistant in the schools secondary provision, supporting young people with Social, Emotional and Mental Health (SEMH) or/and associated needs.

#### **Purpose of the job:**

- To work in partnership with and support the teaching staff, principally in connection with the care and education of pupils attending nursery or reception classes, but also other classes as deemed appropriate.
- To be a positive team member, contributing to the well-being and life of the whole school community.
- To occasionally supervise or cover whole classes or cover the whole class for the first day of a teacher's absence, when and if necessary, following agreed plans (with appropriate supervision from a teacher, not necessarily based in the class).
- To promote the inclusion of all pupils.

#### **Main Duties and Responsibilities:**

- Take responsibility for delivery of learning activities with small groups who would benefit from a different learning approach, as agreed.
- Support children's use of basic language skills, developing vocabulary in all areas of the curriculum and encourage questioning.
- Ability to support young people in self-regulating and helping them find strategies to manage their behaviour.
- Carry out learning activities, as designed through joint planning with the teacher.
- Assist children in safe use of equipment with due regard to health and safety.
- Support classroom routines and establish a caring ethos and safe environment for the children.
- Assist children during creative and practical activities e.g. ICT, art, design technology, cookery, model-making, science investigation and other activities appropriate to the year-group.

- Actively encourage children's independence and the development of self-help skills.
- Discuss with the teacher ways of working with the children that enables them to develop their full potential.
- Contribute to planning meetings.
- Make observations and keep notes on children's performance, liaising with the teacher about their progress. Keep assessment files up-to-date.
- Preparing and replacing materials in liaison with the class teacher and other admin tasks.
- Promote good practice both through presentation of children's work in displays and in interactive displays that encourage questioning and vocabulary.
- Helping establish harmonious relationships with parents and carers.
- Offer comfort and support to children who are distressed or unsettled.
- To offer care and attention to children when they are unwell or require first aid in accordance with the school policy.
- To accompany small groups of children on out of school trips e.g. local shops etc.
- To take part in in-service training that further develops your professional skills and knowledge.
- To supervise children in the playground on a rota basis.
- To respect and value the strengths of your colleagues to enable you to create an enabling learning environment.

### **General Statement**

- To undertake any reasonable duties as requested by the Senior Management Team.
- This job description may be altered without notice due to changes in technology, policy practice, procedure or legislation.
- This job description is not necessarily an exhaustive list of duties but is intended to reflect the range of duties the post-holder will perform.
- Report immediately to a Senior Manager, or any other appropriate person, any malpractice or evidence of malpractice of any member of staff.
- Read, understand and be required to sign, as requested, all relevant school policies.

### **Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

**This post is subject to an Enhanced DBS (with Barred List) check.** Our school is committed to equality and promoting the welfare of children and expects all staff to share this commitment.

### **REVIEW**

This job description will be reviewed at least once per year in line with your annual appraisal and may be subject to amendment or modification at any time after consultation with the post holder.

**Health and Safety:**

In carrying out the tasks in this job description you have a duty (under Health and Safety legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to understand the hazards in the workplace, to comply with safety rules and procedures and to ensure that nothing you do, or fail to do, puts yourself or others at risk. This includes managing a safe and secure environment for staff and students.

This duty includes checking that any person entering the Farney Close site has a right to do so and their visit is recorded in accordance with the school's procedures.

**Your contribution:**

Efficient execution of the tasks on your job description will ensure that the school will offer a good service to our customers. You will, therefore, be making contributions to other employees, matters affecting individual young people, the achievements of the group as a whole and enhance our relationship with parents, carers and local authorities.

<b>Name</b>	
<b>Signature</b>	
<b>Date</b>	

## Teaching Assistant

### Person Specification 2021

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>EXPERIENCE</b>	Successful experience as a teaching assistant	Have held a position as a teaching assistant in a special needs setting for two years or more
<b>QUALIFICATIONS</b>	5 GCSEs, including English and Maths GCSE grades A - C Up-to date First Aid training or a willingness to undertake training	Any other additional childcare qualifications GNVQ Level 3 or equivalent qualification  Team Teach qualification and experience
<b>SKILLS</b>	Ability to support learning in school including early reading, writing and maths Ability to work as part of a whole school team Ability to work on own initiative Ability to stay calm in all situations Experienced in leading small group phonics, Maths such as Numbers Count and other SENCO, SALT interventions	Good ICT skills  Knowledge of the Zones of regulation and Lego therapy would be an advantage.
<b>DISPOSITION</b>	Friendly, calm, with a sense of humour Tolerant, patient understanding that children have individual styles of learning and needs Motivated by the desire to work with children and watch them learn Ability to form sound relationships with staff, parents and children Ability to multi-task	Confident to offer suggestions that develop learning activities
<b>OTHER FACTORS</b>	A commitment to and an understanding of Equal Opportunities  Willingness to conform to policies and practices promoted by the school	
Candidates will only be considered if they meet the essential requirements of this person specification		