KENT COUNTY COUNCIL **NAME:**
EDUCATION DEPARTMENT **EFFECTIVE DATE:**

School:	**Whitfield Aspen School**
Grade:	**Kent Scheme A + SEN Allowance**
Responsible to:	**Headteacher, Heads of School, Deputy Heads, SENCO**
Line Manager:	**Class Teacher**
Job Title:	**Teaching Assistant**

Our vision and values of Learning Together through Aspiration, Imagination and Determination are essential to the work that you carry out here at Whitfield Aspen School. As a member of staff, it is vital that you share these with us so that we can work together closely as a team and enable all children to learn effectively.

All Staff in the School have **A PERSONAL RESPONSIBILITY** for the health and safety of themselves, their colleagues, pupils and visitors (Dynamic Risk Assessment). They also have a duty in law under the Management of Health and Safety Regulations 1999 to report any shortcomings in the employer's health and safety arrangements for the protection of people at work, pupils in their care and who may be affected by them (Whistleblowing Policy and Safeguarding Policy).

Purpose of the Job:

To work with teachers to support teaching and learning, providing general and specific assistance to pupils and staff under the direction, guidance and direct supervision of the classroom teacher to create a learning environment that will enable children to fulfil their potential.

Working as an SRP TA is a physically demanding job that requires staff to be dynamic to the risks and safety needs of our children with complex needs. The ability to respond promptly and proactively is necessary in all our SRP Classes.

Key duties and responsibilities:

1. Work with individuals or small groups of pupils in the classroom under the direct supervision of teaching staff and provide feedback to the teacher.

2. Support pupils to understand instructions support independent learning and inclusion of all pupils.

3. Support the teacher in behaviour management and keeping pupils on task.

4. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.

5. Prepare and clear up learning environment and resources, including photocopying, filing and the display and presentation of pupils work and contribute to maintaining a safe environment.

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

1. Record basic pupil data.

2. Support children's learning through play.

3. Assist with break-time supervision including facilitating games and activities.

4. Assist with escorting pupils on educational visits.

5. Support pupils in using basic ICT.

6. Invigilate exams and tests.

7. Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence.

8. Attend to personal care needs to ensure pupil's wellbeing and health and safety.

9. Implement behaviour management programmes for pupils with severe learning and/or emotional problems to ensure pupils' wellbeing, health, safety and learning needs are met.

10. Provide support for the class teacher and colleagues in the manual handling and/or physical restraint of pupils to ensure pupils' wellbeing, health and safety is maintained, and assist with the development of hygiene, administration of medication, toilet training and general dressing programmes.

11. All employees of Whitfield Aspen School may be directed to work at either Richmond Way or Mayfield Road to meet the needs of the school.

12. Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Signed: …….. Date: ……

Headteacher

Signed: …… Date: ……..

Kent County Council
Person Specification: Teaching Assistant – with SENA

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
QUALIFICATIONS	GCSE Maths and English Grade C or equivalent. Should you not have obtained GCSE Grade C (4) or above in English and Maths, there is a requirement for you to undertake Level 2 Functional Skills in both English and Maths, as part of your CPD and expect you to have made significant progress with the courses by the end of your 6-month probation period. The study will be at your own cost and outside of your contracted hours.
EXPERIENCE	Previous experience of working with children
SKILLS AND ABILITIES	Numeracy and literacy skills Basic IT skills Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly. Good influencing skills to encourage pupils to interact with others and be socially responsible
KNOWLEDGE	Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality