



## **Job Description**

**Job Title:** Teaching Assistant **Salary:** TA Pay Spine  
Points 1 - 4

**Accountable to:** Head of Education, Class Teacher

**Hours:** Mon- Thurs: 8.30am – 12.20pm and 1.20pm – 3.45pm and Fri: 8.30am – 12.20pm and 1.20pm – 2.55pm

**Review and Amendments:** This job description will be reviewed annually and may be subject to modification and amendment following consultation between the Head of Education, Deputy Headteacher, Headteacher and the position holder.

### **Purpose of Post**

- To work as part of 'one team' to assist in the every day education and care of young people with special education needs.
- Providing support for pupils within the classroom with the aim of supporting independence.
- Assisting the teacher in the delivery of the curriculum.
- Providing specialist SEN, subject or other support to pupils.

### **General Responsibilities**

The TA will:

1. Establish and maintain individual relationships with pupils that are consistent, caring and understanding.
2. Assist individuals or groups of pupils within the classroom and the residential environment with their learning, both academic and behavioural/social.
3. Liaise with education and care colleagues regarding issues, concerns or achievements of pupils.
4. Contribute to weekly Circle Time, and half-termly pupil planning and reviews, including Progress Reports and Multielement Plans.
5. Work one-to-one or with small groups of pupils on specific programs (e.g. behavioural or literacy intervention) when required.
6. Prepare materials required for classroom teaching as directed by the teacher, including photocopying when required.
7. Supervise of pupils going to and from class at transition times and when in need of time out.
8. Work with pupils at break and lunch times in offering support and supervision with recreational activities.
9. Ensure the classroom/workplace is adequately equipped with stationery, pens, paper etc., and well presented.

10. Present suitable personal standards of behaviour to pupils and act as an appropriate role model.
11. Write up or word process incidents and other matters of interest/concern promptly and to an acceptable standard.
12. Maintain confidentiality in all matters relating to the school, its staff and pupils.
13. Act with courtesy and professionalism in all contact with pupils, their families and other agencies.
14. Listen to pupils, identifying needs and concerns and, according to established procedures, passing on any matters in the area of Child Protection and Safeguarding.
15. Attend training days and staff meetings to fulfil core competencies as directed by the school, including Team Teach, Child Protection and Safeguarding.

### **Duties and Accountabilities**

The TA will:

- Adhere to the policies and procedures that guide practice and fulfil the Statement of Purpose at Bramfield House School.
- Work collaboratively with colleagues across the school.
- Ensure that Safeguarding, Child Protection and confidentiality legislation is adhered to.
- Maintain a current drivers' licence.

### **Team Work and Collaboration**

The TA will:

- Work proactively and positively with pupils and staff, liaising with colleagues across a multi-disciplinary team (Care and Education) to ensure individual pupil needs are met.
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.

### **Other duties and responsibilities**

*The job description can never be fully exhaustive of unforeseen changes or circumstances. It is expected that staff will, within reason, respond to unforeseen circumstances and emergencies as they arise, commensurate with their qualifications, experience and the situation.*

### **Confidentiality**

It is expected that all Bramfield House School employees understand the nature of our work is confidential and details about our pupils and their families, associated services, pupil records and activities/incidents at the school should not be divulged to members of the public. If there is a breach of confidentiality, this may result in disciplinary action being taken.



## Bramfield House School

Last Updated: June 2014

**Person Specification:** Teaching Assistant

**Salary:** TA Pay Spine Pt 1 - 4

	Essential	Desirable	Method of Assessment A = Application form B = Interview C = Test / exercise
<b>Education &amp; Training</b>			
GCSE grade C or above in English and Maths or equivalent		✓	A, B
Training in relevant learning and support strategies and/or in particular learning areas e.g. SEN, learning difficulties, behaviour, ICT		✓	A, B
Willingness to participate in training and development as and when identified by line manager as essential for performance of the post	✓		A, B
Willingness to extend personal and professional development	✓		B
<b>Experience</b>			
Demonstrable experience of working with children and young people in a learning and/or residential environment		✓	A, B
Experience of working with and supporting children and young people with special needs		✓	A, B
Experience of working with the National Curriculum, Every Child Matters framework and other relevant learning frameworks and strategies		✓	A, B
Experience of working as part of a multi-disciplinary team		✓	A, B
Experience of person-centred planning		✓	A, B
Experience of promoting and supporting independence		✓	A, B
<b>Knowledge, Understanding &amp; Skills</b>			
Understanding of equal rights for people with disabilities and able to operate in a non-discriminatory manner	✓		A, B
Positive about children and young people	✓		A, B
Able to work as part of a team and on own initiative to a high standard	✓		A, B
Effective organisational skills including: <ul style="list-style-type: none"> <li>• the ability to construct and present clear, factual, objective and succinct reports in verbal and written form</li> <li>• good time management</li> </ul>	✓		A, B
Effective communication and interpersonal skills including empathy, sensitivity and awareness of others' needs	✓		A, B
Ability to manage resources to good effect	✓		A, B
Hold a current drivers' licence	✓		A, B
Competent in the use of ICT and other technology	✓		A, B
Understanding of safeguarding requirements		✓	A, B

Knowledge, understanding and commitment to promote and encourage individuality, self independence and choice		✓	A, B
Understanding of child development and learning processes and in particular, barriers to learning		✓	A, B
Understanding of relevant policies/codes of practice and awareness of relevant legislation		✓	A, B
Understanding of the National Curriculum, Every Child Matters framework and other educational initiatives and requirements		✓	A, B
<b>Attitudes and Attributes</b>			
Highly motivated and demonstrated commitment and enthusiasm	✓		A, B
A positive and energetic approach to work	✓		A, B
Creative in work style	✓		A, B
Flexible, approachable and resilient under pressure	✓		A, B
Commitment to working with colleagues to support young people's education, welfare and well-being	✓		A, B
A desire to enable each young person to achieve their personal best and resolute in challenging barriers to their success	✓		A, B
Able to undertake a range of care duties in a sensitive way	✓		A, B
Commitment to equality of opportunity and inclusion	✓		A, B
Willingness to share good practice formally and informally	✓		A, B
Ability to reflect on own learning needs and actively seek learning opportunities	✓		A, B
Prepared for and positive about self and external evaluation.	✓		A, B
Demonstrate the ability to maintain confidentiality at all times	✓		A, B

- Any offer of employment will be subject to the candidate completing a numeracy and literacy test if they do not hold grade C GCSE in English and Maths.