

|                        |                                                                       |
|------------------------|-----------------------------------------------------------------------|
| <b>Salary Range:</b>   | Dorset Grade 5 (SCP5 – SCP6)                                          |
| <b>Accountable to:</b> | Headteacher/Deputy Headteacher/SENCo                                  |
| <b>Place of Work:</b>  | Wimborne First School & Nursery                                       |
| <b>Hours:</b>          | 20 hours per week, 8.30am – 12.30pm, Mon to Friday, 38 weeks per year |

### **Role Remit:**

At Hamwic Education Trust (HET), our TA's, under the direction of the Headteacher/SENCo are responsible for;

- To assist teachers in providing a learning environment that enables all children to access the curriculum and learn to the best of their ability.
- To work with and support an identified child with specified academic, physical and emotional/behavioural/medical needs on an individual basis.

### **Main Responsibilities:**

- To work with a named child, as directed by the class teacher and/or SENCo, to support subjects and learning across the whole curriculum.
- To establish a supportive, caring and secure relationship with the child, promoting respect, self-esteem and a positive, inclusive whole school ethos.
- To develop knowledge and understanding of the specific academic, physical and emotional/behavioural/medical needs of the child and respond to them effectively.
- To assist the class teacher/SENCo with the planning, development and delivery of suitable programmes of work for a pupil.
- To support class teachers to design, create and produce learning activities, materials and resources to support aspects of the curriculum or particular learning outcomes, and to assist and support the child in using them.
- To help, support and motivate the child, clarifying instructions, encouraging independent learning and behaviour and enabling learning targets and outcomes to be achieved.
- To help, support and motivate the child, clarifying instructions, encouraging independent learning and behaviour and enabling learning targets and outcomes to be achieved;
- To contribute to monitoring and recording pupil progress, maintaining records and providing relevant feedback to teachers.
- To provide welfare support to the child, including administering First Aid (dependent on training) and attending to personal hygiene and identifies medical needs as required.
- As directed by the class teacher or SENCo, to liaise with outside agencies, where appropriate, in respect of the child.
- To assist with general school duties which may include:
  - Setting up classrooms, preparing resources and displays and tidying and clearing away
  - Supervision of children during playtimes

- Supervision of children entering and leaving school premises

### **Supporting the school:**

At an appropriate level, according to the job role, grade and training received, all employees in the schools are expected to:

- Support the aims, values, mission and ethos of the school and participate in a team approach to all aspects of school life.
- Attend and contribute to staff meetings and INSET days as required and identify areas of personal practice and experience to develop.
- Take appropriate responsibility for safeguarding and children's welfare and be aware of confidential issues linked to home/child/teacher/school and keep confidences appropriately.
- Be aware of health and safety issues and act in accordance with the school's Health and Safety Policy.

### ***Safeguarding:***

The post is subject to an enhanced DBS check and satisfactory references. The post holder is expected to demonstrate a strong commitment to safeguarding and promoting the welfare of children and young people, and to follow HET and the schools' safeguarding and child protection policies. They must ensure a safe working environment for pupils and staff alike and comply with HET health and safety policies.

Hamwic Education Trust is committed to promoting equality, diversity and inclusion and welcomes applications from all sections of the community.

### ***Other Duties:***

At an appropriate level, according to the job role, grade and training received, all employees in HET are expected to:

- Support the vision, ethos and strategic aims of HET and participate to the one team approach, All About the Child and What About Sam?
- Attend and contribute to staff meetings and training days as required and identify areas of personal practice and experience to develop.
- Take appropriate responsibility for safeguarding and children's welfare and be aware of confidential issues linked to home/child/teacher/academy and keep confidences appropriately.
- The post holder at all times, whether or not in the employ of our schools or HET and except where such information is in the public domain maintain the strictest secrecy with regard to the business affairs of our schools or HET and its customers/stakeholders, products and product lists.
- Be aware of health and safety issues and act in accordance with the Health and Safety Policy.
- To liaise with other staff, contractors and outside agencies/organisations as appropriate.

The post holder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar, and they have appropriate qualifications or received appropriate training to carry out these duties.

**Manager Signature:** .....

**Employee Signature:** .....

**Date:** .....

| Specification Area                      | Description                                                                                          | Essential (E) / Desirable (D) |
|-----------------------------------------|------------------------------------------------------------------------------------------------------|-------------------------------|
| <b>Skills, Knowledge &amp; Aptitude</b> | Ability to build positive, supportive and trusting relationships with children                       | <b>E</b>                      |
|                                         | Ability to support a child's academic, emotional, behavioural and physical development               | <b>E</b>                      |
|                                         | Ability to motivate and encourage children to achieve their learning goals and develop independence  | <b>E</b>                      |
|                                         | Ability to follow the direction of the class teacher and SENCo whilst using initiative appropriately | <b>E</b>                      |
|                                         | Effective verbal and written communication skills                                                    | <b>E</b>                      |
|                                         | Ability to work effectively as part of a team                                                        | <b>E</b>                      |
|                                         | Ability to remain calm, patient and professional when managing challenging situations                | <b>E</b>                      |
|                                         | Ability to observe, monitor and accurately record pupil progress                                     | <b>E</b>                      |
|                                         | Ability to prepare, adapt and use learning resources to support learning activities                  | <b>E</b>                      |
|                                         | Basic ICT skills, including Microsoft Office and school-based systems                                | <b>E</b>                      |
|                                         | Understanding of child development and how children learn                                            | <b>E</b>                      |
|                                         | Understanding of SEND and strategies to support children with additional needs                       | <b>E</b>                      |
|                                         | Understanding of safeguarding and child protection responsibilities                                  | <b>E</b>                      |
|                                         | Understanding of positive behaviour management strategies                                            | <b>E</b>                      |
|                                         | Understanding of equality, diversity and inclusion within education                                  | <b>E</b>                      |
|                                         | Awareness of health, safety and welfare requirements relating to children                            | <b>E</b>                      |
|                                         | Knowledge of intimate care procedures or willingness to undertake training                           | <b>E</b>                      |
|                                         | Commitment to safeguarding and promoting the welfare of children                                     | <b>E</b>                      |
| <b>Qualifications &amp; Training</b>    | GCSE Grade 4/C or above in English and Mathematics (or equivalent)                                   | <b>E</b>                      |
|                                         | Relevant Teaching Assistant qualification (Level 2 or above) or equivalent experience                | <b>D</b>                      |
|                                         | First Aid qualification (or willing to undertake training)                                           | <b>D</b>                      |
|                                         | Training related to supporting children with SEND                                                    | <b>D</b>                      |

|                            |                                                                                                    |          |
|----------------------------|----------------------------------------------------------------------------------------------------|----------|
| <b>Experience</b>          | Experience of working with children in an educational, childcare or community setting              | <b>E</b> |
|                            | Experience of supporting children with additional learning, behavioural, medical or physical needs | <b>D</b> |
|                            | Experience of working one-to-one with a child                                                      | <b>D</b> |
|                            | Experience of contributing to pupil progress monitoring and record keeping                         | <b>D</b> |
|                            | Experience of liaising with parents, professionals and external agencies                           | <b>D</b> |
| <b>Personal Attributes</b> | Professional integrity and confidentiality                                                         | <b>E</b> |
|                            | Caring, patient and empathetic approach to working with children                                   | <b>E</b> |
|                            | Positive attitude and willingness to learn and develop professionally                              | <b>E</b> |
|                            | Reliable, flexible and adaptable to changing priorities                                            | <b>E</b> |
|                            | Emotional resilience and ability to work effectively under pressure                                | <b>E</b> |
|                            | Commitment to supporting the school's values, ethos and inclusive culture                          | <b>E</b> |
|                            | Strong sense of accountability and responsibility                                                  | <b>E</b> |