

## Job Description

<b>Department:</b>	Children & Young People Services
<b>Division/Section:</b>	Clare Lodge – Education Team
<b>Job Title:</b>	Teaching Assistant
<b>Post No:</b>	
<b>Grade:</b>	7
<b>Reports to:</b>	Deputy Head Teacher
<b>Organisation Chart:</b>  Show immediate manager and any jobs reporting to this post.	<pre> graph TD     HT[Head Teacher] --&gt; DHT[Deputy Head Teacher]     HT --&gt; T[Teachers]     HT --&gt; UT[Unqualified Teachers]     DHT --&gt; TA[Teaching Assistants]     DHT --&gt; HLTA[HLTA]           </pre>
<b>DBS Check applicable?</b>	Basic <input type="checkbox"/> Standard <input type="checkbox"/> Enhanced <input checked="" type="checkbox"/> None <input type="checkbox"/>
	Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions?  Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Line Management responsibility for:</b>	No. of direct reports: 0 No. of indirect reports: 0
<b>Size of budget:</b>	- state whether <i>accountable</i> for (i.e., budget holder) or <i>accounting</i> for (e.g.

(Per annum)	monitoring) N/A
<b>Job Purpose:</b>	<p>To work under guidance in the provision of support to the pupils at Clare Lodge who need help in overcoming barriers to learning.</p> <p>Work with class teachers to raise the learning and attainment of pupils.</p> <p>Promote pupil's independence, self-esteem and social inclusion.</p> <p>Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement.</p> <p>Work as a member of the Clare Lodge team to create and maintain a focused attitude and approach at all times that promotes positive relationships and generates a culture of openness and trust.</p> <p>To work together with colleagues from all other service areas within the home to provide and maintain a safe and secure living and learning environment that promotes the safety and welfare of children and young people in which they can prosper, develop and achieve.</p>

### Main Duties and Responsibilities:

- Under direction, provide specialist learning support to individuals, small groups or pupils with additional needs who would benefit from a different learning approach.
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- Liaise with specialist services on behalf of individuals e.g. educational psychologists, speech therapists, by agreement with the class teacher.
- Provide feedback to the pupils in relation to progress and achievement
- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
- Monitor and evaluate the pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- Provide regular feedback to the teacher on the pupils' achievement, progress and other matters.
- Ability to demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase the achievement of all pupils.
- Contribute to behaviour management within the school and take charge of situations to allow the teacher to continue to work with the rest of the class.
- Undertake support activities for the teacher as required, including organising and managing the teaching space and resources to maintain a stimulating and safe learning environment.
- Implement agreed learning activities/teaching programmes, adjusting activities according to the pupils' responses and needs
- Help the pupils to access learning activities through specialist support.
- Supervise a class if the teacher is temporarily unavailable.
- Liaise closely with all the staff at Clare Lodge and other professionals working with residents pupils
- Ensure diversity and culture are recognised, celebrated and considered in all work.
- Attend supervision and performance management meetings with the Head Teacher/Deputy Head teacher
- Escalate any emerging issues relating to either the education of individual residents or the operation of the Secure Children's home as a whole.
- To physically restrain and control in line with approved restraint techniques, guidelines and procedure (CALM) (training will be provided)
- Assist in delivering educational services by the use of current software programmes and packages
- Carry out any other appropriate tasks as requested by the Head teacher and Deputy Head Teacher

### Safeguarding

- Work in line with statutory safeguarding guidance (eg Keeping Children Safe in Education,

<p>Prevent) and our safeguarding and child protection policies</p> <ul style="list-style-type: none"> <li>• Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary.</li> <li>• Promote the safeguarding for all pupils in the school</li> </ul>	
<b>Generic Responsibilities:</b>	<p>To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.</p> <p>To comply with all Health &amp; Safety at work requirements as laid down by the employer.</p> <p>The council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.</p>
<b>Flexibility Clause:</b>	<p>Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.</p>
<b>Variation Clause:</b>	<p>This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them, and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.</p> <p>In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.</p>

**DATE:** May 2024

**COMPLETED BY:** Rita Malton

## Person Specification

<b>Job title:</b>	Teaching Assistant	<b>Directorate:</b>	Children & Young People Services
<b>Grade:</b>	7	<b>Service / Team:</b>	Clare Lodge
<b>Date:</b>	May 2024	<b>Completed by:</b>	Rita Malton

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>Ability to recognise individual learning, emotional and behavioural needs</li> <li>An understanding of the needs of children with special needs in gaining access to the National Curriculum</li> <li>Knowledge of the Ofsted Framework</li> </ul>	<ul style="list-style-type: none"> <li>Strategies for dealing with behavioural problems</li> </ul>
<b>SKILLS &amp; ABILITIES</b>	<ul style="list-style-type: none"> <li>IT skills particularly in MS Office Word, Excel and database programmes</li> <li>Ability to physically intervene if necessary with aggressive young people via approved methods and having due regard for the safety of all after appropriate training</li> <li>Ability to build relationships with the pupils</li> <li>Ability to display skills of patience, understanding and tolerance, and display a calm non-confrontational approach controlling emotions and expressing feelings appropriately</li> <li>Ability to treat the pupils with respect but also take a firm and fair approach</li> <li>Ability to work in a team setting</li> <li>Ability to work flexibly within school sessions</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working with mixed age groups</li> <li>Experience of strategies for de-escalation</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Experience of working with young people</li> <li>Experience of working in an educational environment</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working with children with special needs</li> </ul>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>Level 2 English and Maths</li> </ul>	<ul style="list-style-type: none"> <li>NVQ level 2</li> <li>Willingness to attend further training</li> </ul>
<b>PERSONAL CIRCUMSTANCES</b>	<ul style="list-style-type: none"> <li>Commitment to own personal development and learning</li> <li>Willingness to actively participate in training and development activities to ensure up to</li> </ul>	<ul style="list-style-type: none"> <li>Current driving licence</li> </ul>

	date knowledge, skills and continuous professional development. <ul style="list-style-type: none"> <li>• Physical fitness to undertake CALM training (Crisis and Limitation Management)</li> <li>•</li> </ul>	
<b>EQUALITY</b>	Candidates must demonstrate understanding of, acceptance and commitment to the principals underlying equal opportunities. (A & I)	
<b>CUSTOMER CARE</b>	Knowledge and understanding of effective customer care (A & I)	

*[ At the end of each criteria the following codes are used to indicate how the criteria will be assessed:  
 (AI) Application / Interview, (P) Presentation, (W) Written Test.]*