



Job Title:	Teaching Assistant
Location:	King Edwin School, Norton
Line Managed/Jointly Supervised by:	Vice Principal/ Lead Teaching Assistant
Salary Scale:	£20,538 per annum
Hours of Work:	40 hours per week, Term Time

Key Duties and Responsibilities:

- Responsibility for ensuring and promoting the safeguarding and emotional well-being of any young people that you may come into contact with, reporting problems to the teacher
- Work in accordance with Spark of Genius vision and aims
- To assist teachers in raising the standards of pupil attainment, through the provision of quality and relevant experiences and with regard to the curriculum, age range or additional needs
- To assist the teachers in: the planning and preparation and collation of learning materials and resources; the creation of visual displays; differentiating and adapting learning programmes to suit the needs of allocated pupils
- Assess, record and report on development, progress and attainment as agreed with the teacher and in line with reporting processes prescribed by the school quality cycle; Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved to the attention of the teacher/personal tutor
- To support and assist the pupils within the centre and on-educational and out of school activities
- To work with individual pupils or small groups of pupils.
- To adhere to the whole organisation policies on Safeguarding, pastoral care, behaviour management, health & safety and pupil welfare at all times
- To work in partnership with school and residential colleagues, parents/carers and other adults, e.g. Educational Psychologist
- Make economic use of the monies provided for education including adherence to systems of accounting and the recording for the use of transport.
- To attend to the personal, social, emotional & behavioural needs of pupils as required/indicated in their personal education, care & development plan whilst encouraging independence; assist in the maintenance of a safe, healthy, hygienic environment.
- To work with external care and education agencies as appropriate, when directed by your line manager, to contribute to positive and sustainable outcomes for our young people when they leave our service.
- To take an active part in the school outdoor educational provision, including supporting animal care and wellbeing and our Duke of Edinburgh provision.

Professional Knowledge and Understanding:

- Have a working knowledge of child well-being, learning and developmental pathways
- Have sufficient knowledge of literacy, numeracy; and personal, social and health education; and to be IT literate

Professional Responsibilities:

- Have a broad understanding of the ethos, values and policies of Spark of Genius and to place these at the centre of your practice
- To have full awareness of the importance of the role of education assistant in Spark of Genius

Principles and Perspectives:

- To adhere to sound professional values and practices at all times
- To maintain an ethos of quality provision and continual improvement

Professional Skills and Abilities:

- Communicate clearly, have good interpersonal skills
- To assist pupils both individually and on a group basis
- Display ability and willingness to contribute to the life of the school and its community
- With teachers support, use a range of resources which, have been evaluated in terms of curriculum requirements and to meet the needs of pupils.
- Maintain expectations for the pace of work, attainment and achievement for all pupils.
- Work in a professional, co-operative manner with all associated with Spark of Genius
- Maintain excellent attendance standards keeping absence from work at a minimum

Classroom Organisation and Management:

- Alongside the teacher, manage classes and resources to achieve safe, orderly and purposeful activity; report any damaged material or any damage to the building immediately
- Ability to use positive behaviour strategies, using a range of agreed methods (which may include the likes of TCI, Team Teach, Calm etc), Restorative Approaches and Spark's 'Every Second Counts' as a framework

Assessment of Pupils:

- As part of the education team, participate in target setting for all pupils and assist in the formulation of appropriate Individualised Educational Plans for pupils. Participate in the school/organisation assessment for learning and development policy by making daily recordings and encouraging pupils to self-reflect and realise potential

Professional Reflection and Communication:

- Learn from experience of practice and from ongoing professional development
- Reflect on and act to improve professional practice, and contribute to personal professional development
- Become actively involved in the school/organisations Restorative Approaches if required.
- Engage in curriculum and continual professional development activities if required
- Establish and maintain relationships with families, carers and other adults, e.g. Educational Psychologist

Professional Value and Personal Commitment:

- Able to show in the day-to-day practice a commitment to the protection, welfare and social development of all Spark of Genius pupils
- Participate in extended curricular experiences with the pupils
- Able to demonstrate a flexible approach to work practice
- Value, respect and act as an active partner within Spark of Genius and our wider community
- Ability to use initiative and work independently as required

Other Requirements:

- You must co-operate with the company in complying with the Health and Safety requirements and are therefore expected to follow Company policies, to acquaint yourself with the Fire, Health and Safety Procedures at your place of work and report any unsafe practices and conditions
- The post holder may be reasonably expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.
- It is the responsibility of the post holder to comply with Health and Safety and Equal Opportunities requirements at all times.
- Any other reasonable management instruction or duty as directed by Management.

The above job description forms part of your main terms and conditions of employment. The Company reserves the right to vary duties and responsibilities at anytime within legal notification frameworks, however, not outside what is considered reasonable to the original post.



Person Specification

	Essential Criteria	Desirable Criteria	Method of Assessment
Education and Qualifications	<p>Educated to (or working towards) a relevant qualification in childcare and/or education</p> <p>Good general knowledge of English and Mathematics to GCSE level or equivalent.</p>	<p>Specialist training – disability and/or learning difficulties/ behaviour management</p> <p>Supporting teaching and learning in schools qualifications at L2/L3</p>	Application Form, Certificate Check & Interview
Experience	<p>Previous experience of supporting pupils with complex learning needs.</p> <p>Experience of dealing with challenging behaviour, and/or difficult situations.</p>	<p>Previous experience working with young people in special education</p> <p>Previous experience of engaging disengaged learners</p>	Application Form & Reference Check
Skills	<p>Effective communication skills with colleagues, outside agencies, children and families</p> <p>Excellent interpersonal skills</p> <p>To use own initiative</p> <p>Work as part of a team</p> <p>Flexible approach to work</p> <p>Reporting and recording to a high standard</p>		Application Form, References & Interview
Knowledge	<p>An understanding of the needs of young people in care/education</p> <p>An understanding the principles of safeguarding and child protection</p>	<p>Knowledge of current education practice</p> <p>Knowledge of the Children Act 2004</p> <p>Knowledge of the work of other agencies involved with children and young people</p>	Application Form & Interview
Ability	<p>To form professional and positive relationships with children and young people</p>		Application Form & Interview

	<p>The ability to deal with difficult situations and make appropriate decisions in line with the policies and procedures of the learning centre</p> <p>To ask for guidance and support, and to remain open honest and accountable</p>		
Other Requirements	Willingness to participate in all in house training as applicable to the post.		Application Form & Interview