

Job Description



Job Title: Teaching Assistant Grade 3, with SEMH responsibility

Role within the setting.

- To work as an active member of Franche Community Primary School team ensuring all children attending the setting receive high quality care and education.
- To provide a safe environment within which children's individual needs are met whilst delivering rich and stimulating learning.

Date of issue:

November 2020, for the purpose of advertised vacancy.

Reports to:

- The SENCO and DSL, who in turn report to the Headteacher/Acting Headteacher.
- Is directly responsible to the Board of Governors at all times.

Key responsibilities:

Under the direction and control of the SENCO, or designated supervisor, a TA3 with SEMH will:

- Be fully involved in all stages of the planning cycle to ensure full and effective evaluation of children's curriculum experiences, i.e. planning for children's curriculum experiences, organising and managing learning experiences, intervene in/direct experiences, assess quality of experiences and recording achievement.
- Supervise the activities of individuals or groups of children to ensure their safety and facilitate their physical and emotional development.
- Use specialist skills to undertake those activities necessary to meet the physical and emotional needs of pupils.
- Use specialist skills to foster the intellectual and social development of children.
- Undertake those activities necessary to meet the physical and emotional needs of individuals and groups of children, including pupils with educational, physical or emotional special needs.
- Undertake those activities necessary to foster the intellectual and social development of children.
- Monitor individual pupils and to report progress, achievements, problems and concerns to the relevant staff.
- Actively engage in the delivery of the educational work programme and activities developed by the classroom teacher.
- Work collaboratively with the SENCO and classroom teachers in the planning of work programmes for individuals and groups of children.
- Co-ordinate the work of individual or group of Teaching Assistants including on the job training of other Teaching Assistants.
- Monitor individual pupil's problems, progress, achievements and condition and report these to the designated supervisor as appropriate.
- Provide detailed and regular feedback to teachers/managers about pupil progress.
- Support the teacher/manager in managing challenging behaviour and promoting positive behaviour.

Specific to SEMH responsibilities:

- To be the secure person for a designated group of students by supervising and providing particular support, ensuring their safety and access to learning activities.
- Develop a holistic approach to meeting Social, Emotional and Mental Health needs, enabling learners to make good progress by working with teachers, other support staff, families and external agencies.
- Assist with the development and implementation of Individual Education/Behaviour Plans, Risk Assessments, Personal Care and Therapy Care programmes for a designated group.
- Establish therapeutic relationships with children and interact with them according to individual needs.
- Promote the inclusion and acceptance of all children.
- Encourage children to interact with others and engage in activities led by teachers.
- Set challenging and demanding expectations and promote self-esteem and independence.
- To help children develop resilience and independence, both learning in lessons and forming positive relationships with peers and staff.
- Provide feedback to children in relation to progress and achievement under the guidance of teachers.
- To develop and enhance expertise in supporting children with complex social, emotional and mental health needs by attending training and working alongside relevant internal and external professionals such as psychologists and therapists.
- To provide support in the delivery of specialist interventions, taking a lead where appropriate.
- To sustain an active engagement with families of designated students to help them explore issues and make changes in areas that may be affecting their child's learning, development and mental well-being. This may involve home visits.
- To track the progress of students with Social, Emotional and Mental Health needs using the available data and monitor the impact of interventions, sharing this with the SENCo and other relevant professionals.
- To support pupils' emotional well-being at key transition periods of the day, including meet and greet sessions for pupils who may struggle when they arrive at school.

As a member of staff at Franche Community Primary School, you will also have a responsibility to:

- Attend relevant Safeguarding training in line with the school's mandatory expectations.
- Ensure effective Reading, Writing and Communication skills are used and modelled to pupils on a day to day basis.
- Work in conjunction with the school's policies and procedures at all times.
- Adhere to the schools Code of Conduct and Handbook at all times.
- Ensure the safety of all children and staff by adhering to and implementing the schools Safeguarding and Child Protection policy and associated procedures.
- Comply with the Schools Whistle blowing policy and Complaints procedure, ensuring that all concerns are reported to and acted upon by a senior member of staff immediately with escalation to the Headteacher or Governor if required.
- Bring to the attention of a Senior member of staff any Health and safety requirements, which become obvious. In the event of any immediate danger, to take the appropriate action to reduce risk of physical danger to children, young people, parents, visitors or staff.
- Work with all staff members within the school and in partnership with all onsite services as a collaborative team.
- Have a flexible approach to work. You will be involved in a range of School related activities such as cooking, art, outdoor play and Forest School. All staff are expected to be prepared for inclement weather as part of their everyday responsibilities.

- Ensure all work is conducted with due regard to Health, Safety, Safeguarding and the welfare of the children, staff, visitors and parents.
- Play an active part in the completion and continued review of daily and yearly risk assessments. To also include child risk assessments.
- Ensure all accidents/incidents are recorded accurately, at the time, and are reported to parents effectively.
- Administer medication to pupils as a when required and comply with all aspects of the school medication policy.
- Promote the School, Nursery and Children's Centre to current parents and potential families.
- Undertake any other duties within your skills and capabilities as reasonably requested by your line manager.