



<b>JOB TITLE:</b>	<b>Teaching Assistant</b>
<b>REPORTS TO:</b>	<b>Head Teacher</b>
<b>SALARY:</b>	<b>Actual £17,816.16 (FTE £22,971)</b>
<b>Hours:</b>	<b>Term time (39 weeks) - Monday to Friday 8.30am – 4.00pm</b>
<b>HOLIDAYS:</b>	<b>4.2 weeks</b>

#### **About the role:**

As a teaching assistant at Fountain Head House School you will be supporting pupils with special education needs, to engage in a creative timetable of education. We are on the lookout for enthusiastic, approachable, flexible and experienced teaching assistant who are open to learning our creative way of education for our SEN pupils.

*This post is subject to satisfactory references and DBS checks.*

*Fountain Head House School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.*

*Fountain Head House School is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the School.*

## **Job purpose**

Through engaging, innovative and bespoke approaches to learning, we provide our pupils with fulfilling and meaningful experiences that prepare them for the next steps in their education and skills for life. You will work under the guidance of a Teacher/HLTA to undertake the learning and therapeutic programmes. You will facilitate learners to access learning and assist the teacher in the teaching of pupils and the management of the classroom environment, Teaching and learning may be carried out in the classroom or as part of other alternative provision beyond the classroom.

## **Core Requirements**

To attend to the safety and wellbeing of pupils with special educational needs, deliver bespoke teaching , care and support programmes and undertakes general administrative and teaching support for the teacher.

## **Key Tasks**

- To work under instruction/guidance to enable access to learning by:
- Attending to the welfare and personal care of pupil including those with specials educational needs
- Delivering pre-determined learning/care/support programmes
- Implementing literacy and numeracy programmes
- Undertaking general administrative support for the teacher

## **DUTIES**

### Support by the teacher:

- Creating and maintained a purposeful, orderly and supportive learning environment.
- Assisting with the display of pupils work
- Using strategies in liaison with the teacher to support pupils to achieve learning goals
- Assisting with the planning of learning activities on a regular basis
- Monitoring pupils' responses to learning activities and accurately recording achievement and progress as directed.
- Providing detail and regular feedback to teacher's on pupils' achievements, progress problems etc.
- Promoting good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour
- Undertake regular marking of pupils work
- Providing administrative support i.e. photocopying, filling, typing etc

### Support pupils by:

- Supervising and providing particular support for pupils, ensuring their safety and access t earning activities
- Assisting with the development and implementation of Individual Educations Plans and Behaviour Care Programmes
- Establishing constructive relationships with pupils and interacting with them accordingly to individual needs
- Promoting inclusion and acceptance and respect of all pupils
- Encouraging pupils to interact with others and to engage in activities
- Setting challenging and demanding expectations and promoting self-esteem and independence
- Providing feedback to pupils in relation to progress and achievement under guidance of the teacher.

### Support the curriculum by:

- Undertaking structures and agreed learning activities/teaching programmes and adjusting activities according to pupils response

- Undertaking programmes linked to local and nation learning strategies e.g. literacy, numeracy, recording achievement and progress and feeding back to the teacher.
- Supporting the use of ICT in learning activities and developing pupils competence and independence in its use
- Preparing, maintaining and using equipment/resources required to meet the lesson plans/relevant learning activity and assisting pupils in their use

**Support the school by:**

- Being aware of and complying with policies and procedures relating to child protection, safeguarding, health safety and security, confidentiality and data protections and reporting all concerns to an appropriate person
- Being aware of and supporting difference and ensuring all pupils have equal access to opportunities to learn and develop
- Contributing to overall ethos/work/aims of the school
- Appreciating and supporting the role of other professionals
- Attending relevant meetings as required
- Participating in training and other learning activities and performance development as required.
- Assisting with the supervision of pupils out of lesson times, including before and after school and lunchtimes
- Accompanying teaching staff and pupils on visits, trips and out of school activities as required and taking responsibility for a group under the supervision of the teacher
- To undertake other such duties of a similar level of responsibility and within the spirit of the post as may be directed by the Headteacher.

**Resources:**

Responsible for the proper application of the school equipment

**Work Demands:**

To act in a flexible and positive manner, and to continually review effectiveness of programmes for the school students.

**Working Conditions:**

The post will involve classroom based and outdoor work. There is no evening or weekend work associated with this post.

**Link with Others:**

To work alongside schools, parents and other agencies

To lay a full part in the team approach at Fountain Head House School.

As the exceptions (Amendment) Order 1986 to the Rehabilitation of Offenders Act 1974 applies to this position, the postholder will be required to apply for an Enhanced Disclosure form the Disclosure and Barring Service.

REQUIREMENTS	ESSENTIAL OR DESIRABLE
<b>Education and training</b>	
• Good Numeracy/literacy skills (GCSE)	Essential
• NVQ 2 For Teaching Assistant or equivalent qualification	Desirable
• To participate in training and development specific to your role	Essential
<b>Experience</b>	
• Experience of working in a school environment or other educational setting	Essential
• Experience working with children 4 – 6 years old	Essential
• Experience of caring for children with SEN aged between 4-6	Essential
• Experience with non-verbal communication and/or sensory lead children	Desirable
<b>Knowledge</b>	
• Basic understanding of child development and learning	Essential
• Understanding of relevant policies/codes of practice and awareness of relevant legislation	Essential
• Understanding of Safeguarding	Essential
• General understanding of national/foundation stage curriculum and other basic learning programs	Desirable
<b>Skills and Abilities</b>	
• Ability to effectively use computer and software packages (for example Microsoft and tablets)	Essential
• Ability to use other technology to support learning (for example video, smart boards and photocopiers)	Essential
• Ability to self evaluate learning needs and actively seeking learning opportunities	Essential
• Ability to relate well to children and adults	Essential
• Ability to work constructively as part of a team, to understand classroom roles and responsibilities and own positions within those	Essential
• Good organisational skills	Essential