



Title: Teaching Assistant – Main Grade Teaching Assistants
Salary: Broadband Pay - Band 1 Steps 3 and 4 (£20,146.57 and £20,879.27 pro rata)
Working Hours: 36 hours a week, Term Time Only

Purpose of the role

To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom.

Key Accountabilities

1. To develop knowledge and skills of a range of learning support needs and to develop an understanding of the specific needs, including medical and social of the pupils to be supported.
2. To support welfare and personal care/hygiene needs for all students
3. To aid the pupils to learn as effectively as possible, both in small group situations and individually by, for example, clarifying and explaining instructions, meeting physical needs as required whilst encouraging independence, ensuring the pupils are able to use the equipment and materials provided.
4. To assist, with the class teacher (and other professionals e.g. SENCO, Learning Mentor as appropriate), in the development of a suitable programme for pupils who need learning support, or help in overcoming student's barriers to learning.
5. In conjunction with the class teacher and other professionals to establish a supportive relationship with pupils and develop/promote self-esteem where appropriate.
6. To assist teaching staff in the delivery of the schools literacy and numeracy strategies within the school by contributing to planning and monitoring of progress.
7. To provide feedback to pupils in relation to progress and achievement under the guidance of the teacher
8. To ensure resources are available and suitable for activities enabling access to all pupils.
9. In conjunction with the class teacher (and other professionals as appropriate) to develop and maintain a system of recording pupil's progress.
10. To participate in the evaluation of learning and/or behaviour support programmes e.g. attending meetings in school time.
11. To provide regular feedback about the pupils to the teachers.
12. To liaise, advise and consult with other members of the multidisciplinary team supporting the teachers when asked to do so.
13. To contribute to reviews of pupil's progress, as appropriate.

14. To be aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences appropriately.
15. To undertake general clerical and administrative work, including completion of incident reports, displays, filing, photocopying and the administration of coursework
16. To work with appropriate resources and equipment for example, wheelchairs, hoists and standing frames, to support and enable access to a full curriculum following appropriate training
17. To attend relevant in-service training
18. To be aware of school policies and procedures and comply with these.
19. To fulfil reasonable requests made by the Senior Management Team and other ad hoc duties

Person Specification

Knowledge/Skills (*essential requirements*)

1. Outstanding interpersonal skills
2. Be resilient and ability to work well under pressure.
3. Ability to relate well to children with learning needs and adults
4. Commitment to the protection and safeguarding of children and young people.
5. Work collaboratively and supportively with colleagues within the organisation
6. Willing to work within organisational procedures, processes
7. Committed to continual personal and professional development

The Federation of Westminster Special Schools welcomes applications regardless of age, gender, ethnicity or religion. Only applications submitted on the attached application form will be accepted. The Federation of Westminster Special Schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an enhanced Disclosure and Barring Service checks along with other relevant employment checks.