

JOB DESCRIPTION

Post Title:	Specialist Teaching Assistant with BSL
Salary:	TSAT Grade C/D (dependent on qualifications)
Hours:	32.5 hours per week (6.5 hours daily, actual time to be agreed – 30 minutes lunch break). 39 weeks per year
Responsible to:	Headteacher/Class Teacher for day-to-day supervision

Purpose

To support the class teacher in the teaching and welfare of pupils in accordance with school policy. There is a requirement to work with pupils with EHCPs and/or additional educational needs throughout the Key Stages.

Responsibilities

- Provide learning support under the guidance of the teacher, in all curriculum areas.
- Be familiar with children's Education, Health and Care Plans and maximise opportunities to develop learning.
- Interpret lessons and support learning through provision of full access to all speech and sounds in classes.
- Interpret Collective Worship.
- Assist the teacher with preparation (and clearing away) of lesson resource materials.
- Carry out such additional duties as may be required from time to time as directed by the class teacher.
- Provide positive behaviour patterns, raise self esteem and develop independent thought and working strategies.
- Maintain clear records of support given with details of progress and achievement.

- Ensure that pupils receive their statutory Duty of Care in a caring environment.
- Be familiar with the toileting and medical needs of pupils in order to meet individual pupils' needs as appropriate in the company of another adult.
- Participate in In-Service Training, attend staff meetings where appropriate and positively take part in performance management reviews.
- Undertake appropriate training and attend meetings to develop skills as required for an educational setting.
- Support at break and lunchtime.
- Maintain confidentiality at all times.
- Undertake a whole school responsibility.
- Administer First Aid, subject to appropriate training.
- Be aware of, follow and promote School policy.
- Appropriately manage children's amplification – Hearing Aids, Radio Aids and Auditory Training Units.

Generic Duties relevant to all members of staff

The Trust

The ethos of the Trust is included within the strapline "Transforming Life Chances". All staff are expected to be committed to this aim in everything they do.

It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust's visions and aims. All staff should act with professional integrity at all times, following the "Code of Conduct".

As a member of the Trust your role will be based at All Faiths Children's Academy. However you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.

Teaching and Learning

This is our core business and therefore it is an absolute priority. Although this role is not a direct teaching role you are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

ICT

It is expected that all teaching and support staff follow the ICT Vision of the Trust.

All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.

All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

Health and Safety

Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.

In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

Safeguarding

The Thinking Schools Academy Trust 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 Thinking Schools Academy Trust. Any safeguarding or child protection

issues **must** be acted upon immediately by informing the Designated Child Protection Officer.

Data Protection

The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust and the Finance Director. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

This job description is subject to review by the Headteacher in consultation with the post holder as appropriate to the changing needs of the school.