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**Job Title: Teaching Assistant (TA)**

**Pay grade – H3** - TAs at H3 are able to work across the school, in a range of classes (unless a RA limits this).

**Purpose of the Role:**

1. To safeguard & promote the welfare and well-being of the school community.
2. To work as part of a professional team supporting the teaching & learning and pastoral needs of learners with profound and multiple or severe learning difficulties (Greenside also facilitates learning for learners with complex needs that can include autistic learners, those with social and emotional difficulties and some with behaviour that can reach crisis).

**To note**: TAs joining Greenside school start on H3 to acknowledge the expertise, dedication and professionalism of this demanding role.

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| **Responsibilities:** |
| * Be aware of and follow Greenside’s policies and procedures. Particularly with regard to child protection, health & safety and behaviour management, confidentiality and data protection * Be aware of children’s safeguarding procedures, including where and when to record incidents and disclosures. * Be aware of and support the different learning needs and ensure that learners have equality of access to opportunities to learn and develop. * Support teaching & learning for individuals, small groups, classes and the whole the school * Liaise with parents, carers and professional staff (such as therapists, nurses, and educational psychologists) in order to promote the learning objectives of each learner * Use computer programmes supporting teaching and learning and monitoring progress – including, Grid 3, Communicate in Print CPOMs and Evidence for Learning * Assist with learners and classroom learning aids, resources and ICT * Assist learners personal care needs (including toileting, hygiene, dressing and eating), as well as help with safeguarding, social, emotional, welfare and health matters. * Follow learners therapy, health, care programmes as instructed by leads and therapy/health/care professionals * Administer medication under direction of healthcare practitioner and following appropriate training * Supervise learners throughout the day, including playground and dining areas * Participate in variety of PE activities including swimming, whole school events and off-site activities * To undertake relevant training & CPD – as part of contracted hours and support the CPD of other support staff where appropriate. * To have an active role in a professional team, developing professionalism and expertise * Attend and participate professional briefings & meetings * The job may require lifting children (hoists will be used for those over the determined weight) whose mobility is restricted. Appropriate training will be provided where needed. * Assist in general management & care of school environment (Classroom preparation & school wall displays) – sometimes this can include cleaning up after activities and food prep * Assist in the health and safety actions required to keep learners safe - this may include clearing up blood and other bodily fluids – HEP-B vaccination funded by school. * Occasionally supervise whole classes during short term absence of teacher * To contribute to and support the overall aims and ethos of the school  |  |  | | --- | --- | | **Knowledge**  Awareness and understanding of Keeping Children Safe in Education  NVQ level 2 in numeracy & literacy (or equivalent) desirable  Intermediate knowledge of ICT necessary  Knowledge of Health, wellbeing and safety  First Aid desirable  Awareness and understanding of Data protection and confidentiality  Understanding of the Schools ethos and values | **Competencies**  Good Communication (written and verbal)  Problem Solving  Team working  Active Listening  Motivation  Monitoring  Sensitivity  Resilience  Swimmer/physical fitness to support all activities offered |   **Job Specification** |

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| **Skills & Personal Qualities** | **Essential** | **Desirable** |
| **Enjoy being with children** | **x** |  |
| **Have experience working with children with special educational needs and disability** |  | **x** |
| **Able to work with a wide range of people** | **x** |  |
| **Able to communicate effectively** | **x** |  |
| **Committed to own personal and professional development** | **x** |  |
| **Willing to contribute to the life of the school** | **x** |  |
| **Be comfortable working in a physically active environment** | **x** |  |
| **Committed to safeguarding and promoting the welfare and wellbeing of children** | **x** |  |
| **Willing to drive the school’s minibus** |  | **x** |
| **Able to support learners with medical needs** | **x** |  |
| **Able to support learners with emotional needs** | **X** |  |
| **Able to support learners in the swimming pool** | **X** |  |

*This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council’s pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information. Online checks will be carried out for successful candidates, as detailed in Keeping Children Safe in Education 2023.*

*The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.*