

JOB DESCRIPTION

Position:	Teaching Assistant Level 1
Responsible to:	Class teacher
Hours of work :	Mon 8:45am-5:30pm, Tues-Thur 8:45am-4:30pm, Fri 8:45am-1pm/3:30pm

Kisharon

Kisharon is an ambitious provider of services for children and adults with learning disabilities in the Jewish Community. Kisharon runs an outstanding nursery and special school as well as employment, support and residential services for adults. The education and care facilities are located in NW and NE London with the Head Office currently based in Colindale NW9.

We endeavour to offer children and adults a broad and balanced Jewish and secular education, a full range of therapies, training opportunities and support in order to increase their independence and enhance their social and emotional development.

Our vision – is that people with learning difficulties will live in a world where they have the same opportunities as their mainstream peers.

Our mission – is to support each unique person so they can progress, achieve independence, enjoy life and be included in the communities in which we live, through meaningful vocation and a fulfilling social life.

Purpose of Job

Provide support for pupils, the teacher and the school in order to raise standards of achievement for all pupils, to encourage pupils to become independent learners, to provide support for their welfare, and to support the inclusion of pupils in all aspects of school life.

Main Duties

1. Work as part of the staff team at the direction of the Class Teacher to support teaching provision and pupils' learning and assessment.
2. Under the guidance of the Class Teacher, to work with individuals and groups of pupils in class, to help them to achieve to the best of their ability.
3. At the direction of the Class Teacher, to help to organise classroom activities, and prepare resources.
4. Support the programmes for teaching of literacy and numeracy or to work to child's PLP, and assist pupils to access the full curriculum.
5. Provide support for pupils' emotional and social development by encouraging and modelling positive behaviour, and dealing with behaviour as agreed in the school's Behaviour Policy and in pupils individual behaviour plans.
6. Be aware of the learning and physical needs of the pupils being supported. There will be a daily requirement to manoeuvre pupils with physical disabilities, assist in physical activities, following appropriate training.
7. Ensure the physical welfare of pupils and assist pupils with their physical needs as appropriate and agreed.

8. Communicate and liaise with other members of school staff in order to ensure the most effective provision for pupils' academic, emotional and social development.

9. Supervise pupils in the playground and organise play time activities.

10. Attend outings with pupils, in accordance with school policies and safety guidelines, providing assistance with pupils' care and welfare and with the learning activities undertaken.

11. Undertake Induction Training and other training as identified in Performance Management Processes, as may be required to enable you to provide the school with effective support. Training may be provided externally or in school.

12. Attend staff meetings as required.

13. Undertake any other reasonable duties from time to time as may be directed by the Head teacher or his/her nominee.

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Child Protection

2. Be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the role within the organisation. To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the role.

3. Promote the safeguarding of children.

4. Ensure that the line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.

General/Other Responsibilities

1. Maintain high professional standards of attendance, punctuality, appearance and conduct.

2. Ensure positive courteous relations with pupils, parents and colleagues.

3. To work within and encourage the school's Equal Opportunity policy and contribute to diversity policies and programmes in relation to discriminatory behaviour.

4. Be responsible for own health and safety and that of colleagues in accordance with the school's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.

5. Contribute to the overall ethos/work/aims of the school.

6. Ensure confidentiality is maintained at all times.

7. Participate in CPD and other learning activities as required.

8. All staff are required to participate in the school's performance management review process following successful completion of probation.

9. Undertake any such activities deemed suitable by the Class Teacher, Assistant Headteacher, or the Head Teacher/Governing Body commensurate with grade and experience.

This job description is not necessarily a comprehensive definition of the post and duties may be varied to meet the changing needs of the school. It may be reviewed at intervals and be subject to modification at any time after consultation with the post holder.

Job Specification
Teaching Assistant Level 1

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> GCSE English and Maths at Grade C or above or equivalent. Good standard of numeracy and literacy. 	<ul style="list-style-type: none"> NVQ 2 or equivalent qualification or experience in relevant area First Aid qualification Evidence of further training/Development
Experience	<ul style="list-style-type: none"> Some basic experience of looking after or working with pupils with Special Educational Needs. 	<ul style="list-style-type: none"> Experience of working with challenging behaviours. Experience of working within a multidisciplinary setting. Experience of using a Curriculum.
Knowledge and Understanding	<ul style="list-style-type: none"> Ability to relate to children and adults. Basic understanding of child development . Understanding the needs of children in an educational setting. To have respect for the confidential nature of pupil information. Awareness of health and safety. 	
Skills and Abilities	<ul style="list-style-type: none"> Ability to work as part of a team and with a variety of professionals. Excellent verbal and written communication skills Good observational skills Ability to use initiative and have the ability to follow through on tasks. Good use of ICT to support learning Willingness to participate in educational activities outside of the school setting. A proven ability to demonstrate awareness of the principles of and commitment to the promotion of equality of access and opportunity for pupils. To overcome obstacles/barriers to this and to support this in practice. Good general health, including the ability to support pupils with mobility difficulties using hoists. 	
Personal Qualities	<ul style="list-style-type: none"> Excellent record of attendance and timekeeping skills. Flexible. Commitment to safeguarding and promoting the welfare of children and young people. 	

	<ul style="list-style-type: none">• Motivation to work with children and young people.• Have a regard for pupils, treating each with dignity and respect.• Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.• Calm under pressure.• Personal and professional integrity• High degrees of self-confidence, personal energy and dynamism.• Personal warmth, good rapport with pupils, colleagues and parents	
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KISHARON IS COMMITTED TO SAFEGUARDING THE WELFARE OF CHILDREN AND VULNERABLE ADULTS AND EXPECTS ALL STAFF TO SHARE THIS COMMITMENT.

This job description and job Specification has been received and agreed by:

Name: _____

Signature: _____

Date: _____