

# CLAREGATE PRIMARY SCHOOL

## Job Description

Post No.

### **Casual Teaching Assistant (Teaching & Learning)** **(Grade 3) NJC Spinal Column 4-6 Pro Rata**

**Hours determined by level of funding and flexible needs of child. If funding changes, so will the hours and if the child leaves the school, the role will cease.**

#### **Directly Responsible to**

Special Educational Needs Co-ordinator.

#### **General Duties & Responsibilities**

Working under instruction / guidance/ supervision, enabling access to learning by:-

- a) Welfare and personal support including SEND.
- b) Delivery of pre-determined learning / care / support programmes.
- c) Implementing learning programmes.
- d) Assisting with the planning cycle.
- e) Providing clerical / admin support for the SENCO / class teacher.
- f) Contributing to assessment, evaluation and record-keeping.
- g) Contribute to Multi Agency Working and working with Parents / Carers.
- h) To assist in duties of care throughout the school day.
- i) To undertake such other duties which may reasonably be regarded as within the nature of the duties and responsibilities and grade of the post.
- j) To work under the reasonable direction of the SENCO.

#### **Specific duties**

- To supervise and guide a specific child or children with Special Educational Needs.
- Liaise with the class teacher to assist the planning of daily activities and learning.
- Supervise a child and a group of children working with that child to keep the child "on task" to explain work, identify misconceptions and re-direct learning where appropriate.
- Feedback the outcome of learning objectives and completion of tasks to the class teacher.
- Contribute ideas to Individual Education Plans and programmes of work.
- Administer medication and personal care plans.
- Administer first aid in line with qualification.
- Contact parents / carers with messages, arrange meetings and provide a communication channel with school.
- Attend meetings with agencies or parent / carers.
- Playground duty to supervise children and intervene in their play and behaviour.
- To assist with display work in order to improve the learning environment and stimulate the children.
- Contribute to written reports on the academic or pastoral progress of a child.
- To attend appropriate, and mutually agreed, training and staff meetings.

This Job Description will be reviewed at regular, mutually agreed, intervals in consultation with the Headteacher and Governors according to the changing needs of the school as outlined in the current School Development or Pupil Improvement Plans.

Signed:  
Teaching Assistant

Date

Headteacher

Date

Chair of Governors

Date

Qualifications for the post;

1. TA Level 2 or equivalent / two years working with children in a relevant setting.

The holder of this post must comply with the City of Wolverhampton's Health and Safety Policy and Equal Opportunities Policy.  
The City has a no smoking policy for all its workplaces.

### Person Specification SEND Teaching Assistant

Essential	Desirable	How Identified
	Experience in childcare / managing SEND.	Application form / references.
Good knowledge of our pastoral ethos.	Experience in processing a pastoral ethos.	Application form/ references.
Interpersonal skills such as mediation and negotiating complex SEND.	Experience supporting a child with special educational needs or disabilities.	Application form. Selection task.
Understanding of the needs of children with medical needs.	Experience of managing children with medical needs.	Application form.
Understanding of autistic spectrum disorder.	Research into ASD in attachment / trauma.	Application form / interview.
Good understanding of how to build good relationships and good discipline.	Good track record of good relationships and discipline.	References. Selection task.
Enhanced DBS clearance on appointment.	Existing enhanced DBS clearance at Claregate. References showing unreserved recommendation.	Application form and documentary evidence at interview.
Willingness to engage in professional development.	Record showing a willingness to participate in professional development and seek out opportunities for own development. Experience managing pupils with ASD and evidence of Autism awareness training	Application form.
Willingness to work as part of a team.	Proven record of teamwork and working alongside class teachers.	Application form and references. Selection task.
Willingness to administer medication including personal care plans for more complex medical needs.	Paediatric First Aid qualification. First Aid at Work qualification. Training or experience in complex medical needs.	Application form.
Experience of working with younger children.	Detailed knowledge of EYFS curriculum.	Interview.
Ability to keep children safe and follow guidelines on this.	Exemplary record in this.	Application form / Interview / References.
Ability to follow school Health and Safety policy and procedures.	Good understanding and knowledge of school based Health and Safety procedures.	Interview.
Willingness to follow school policies and aims and objectives.	Working knowledge as a voluntary assistant of these policies and procedures.	Interview / references.
Ability to work within a framework of supervision.		Interview / references.
	Strengths, interests and personal qualities that could be used to the benefit of children.	Interview / personal statement.
Willingness to undertake manual handling training	Experience of applying manual handling training eg, Team Teach	Interview Application

School Governors will assess each candidate at a shortlisting meeting looking for evidence against the set criteria. Candidates should specify issues that may help us to fulfill this in their personal statement. The school may ask questions at interview to probe anomalies or clarify information. This is a normal part of the selection process. It must be understood by the candidate that people who do not meet essential criteria will not be taken forward to interview.

It will be part of the job to administer medication and attend to pupil's medical needs across the school. This may involve administering medication including injections or personal care plans. Full training and initial supervision will be given for this role.

## Job Details

This job is to work under the direction of the Special Educational Needs Co-ordinator and class teacher(s). The post has been created via SEND area panel which is not permanent. The role is to assist the learning of a child with specific SEND needs by:-

- Helping the child to focus and maintain concentration.
- Redirect tasks to match ability or level of focus.
- Implement and contribute to Individual Education Plans or Care Plans.
- Implement and develop specific recommended learning strategies or interventions.
- Work with external agencies such as Educational Psychologist or Specialist Teacher.
- Administer medication when needed.
- Meet with and contact parents when planned or necessary including day to day if required.
- Help the child to play and communicate effectively.
- Assist teachers in playground duty including first aid.
- The successful candidate will be line managed on a day to day basis by SENCO.

*It is our policy not to discriminate against people in terms of gender, race, religion, ethnicity, disability, sexual orientation or gender re-assignment or any other protected characteristics.*

*Our mission is providing a safe environment for children, where their welfare is paramount and the school will follow the most rigorous recruitment process with regards to safeguarding. This will require identity check e.g. passport / driving license / birth certificate and we will need to see a current utility bill to prove home address. Incomplete application forms will not be considered and the candidate will not be shortlisted.*

*If candidates need help to fill in the form or have specific questions, please contact the Headteacher at the school. We can make reasonable adjustments to make it more accessible for people with disabilities.*

A Job Description and Person Specification is attached.

On the day of the interview it will be necessary for all candidates to :-

- Provide proof of identity i.e. birth certificate, driving licence or passport, along with a current utility bill
- Provide proof of qualification relevant to the post
- Complete an Employment Self Declaration form

It will be necessary for the successful candidate to :-

- Complete a Disclosure and Barring Service check
- Complete a Medical Declaration Form
- Complete a safeguarding self-declaration

Any job offer is subject to a satisfactory, enhanced DBS check to be received by the school. This may lead to delay in the candidate being able to start work or have unsupervised access to children. This is because the school has no influence over the speed of application processing.

Candidates also need to know that written references will be required and referees will be contacted to verify their authenticity. Candidates should tell the person giving the reference that this may happen. One reference should be from your current employer and if you have worked with children previously we require an additional reference from this person N.B. the Local Authority application form does not state this and this is an additional requirement for this post. Relatives and friends should not be used as referees. References will be taken before interview and referees will be given the Job Description and the Person Specification. The interview may include questions to clarify issues brought up from this. Internal candidates are also required to provide references. If a referee refuses or does not provide a reference we will ask you to identify another one.

The school will respect periods of notice necessary to terminate employment elsewhere.

The deadline for applications is final and short-listing will be done immediately after the deadline. Completed forms should be addressed to Mr D Saunders – Deputy Headteacher. Applications that are

received late will not be considered. Please check to see if your application has been received. Proof of sending is not proof of receipt.

Please note that a search on an internet search engine will be carried out prior to your employment. This is part of our Safeguarding procedures.