

## JOB DESCRIPTION

JOB TITLE:	Teaching Assistant
DEPARTMENT:	Education
RESPONSIBLE TO:	Head of Education
SALARY/ GRADE:	£18,481.29 - £20,026.29 Full time equivalent (Dependent on qualifications and experience)
HOURS:	35 Hours per week/40 weeks per year

### VISION AND VALUE

The post holder will be expected to support, embrace, articulate and work with Sunfield's vision, values and purpose which is drawn from a long history of appreciation and integration of Rudolf Steiner's insights into human development. This is then braided with a practical, purposeful and therapeutic education and a homely and nurturing living environment that supports the physical, emotional and spiritual development of each child and young person who attends Sunfield. In addition Sunfield supports families and carers, and looks to advance the public understanding through education and research.

The post holder is expected to treat each person, student and staff, with dignity and respect, ensuring high aspirations are met, and contribute to shaping the learning community of the School and home as part of Ruskin Mill Trust, always remembering that our core purpose is to improve the education and lives of our students and adults.

### LIASON

To liaise with all staff employed by the Sunfield, Ruskin Mill Trust, professional bodies, external consultants, and any outside bodies as and when required.

### JOB PURPOSE

- To support and facilitate students' learning, progress and wellbeing in a range of environments, including the class, work-related learning, college and the wider community.

### STATEMENT OF RESPONSIBILITIES

- Support children through the delivery of individually tailored educational and therapeutic programmes.
- To support Children's Learning and Wellbeing by working as part of an interdisciplinary team.
- Assist students with their daily independent living skills and personal care.
- Contribute to the monitoring, recording and reporting on students' learning and progress.
- Discuss expected learning outcomes with the teacher.
- Provide feedback on the outcomes of learning activities.
- Provide positive and supportive feedback to students.
- Support inter-disciplinary teams to assess children's needs.

- Support colleagues to prepare materials and learning resources.
- Make good use of ICT including communication devices to support learning.
- Access a range of resource materials to support learning.
- Work within Ofsted requirements, statutory guidelines, Sunfield policies and procedures to ensure that children and young people are consistently supported to a high standard, including safeguarding their welfare.
- Support colleagues to maintain and clean work areas and children's facilities.
- Work within Health and Safety Guidelines to maintain a clean and safe working environment.
- Contribute to School Development Planning through the Strategic Plan and School Improvement Plan.
- Actively participate in relevant training and development to ensure that children's changing needs are met.
- Participate in regular staff and supervision meetings.
- Liaise and work with families.
- Attend Sunfield's Open Days.
- To undertake the administration/ collection and recording of medication in line with the Sunfield Medication Policy with the exception of administering insulin injections this, will be agreed with consenting Teaching Support Staff on an individual basis.

## SAFEGUARDING

- Ensure all staff are issued with 'Part One: Safeguarding Information for All Staff, Keeping Children Safe in Education (September 2019)' and '*What to do if you are worried a child is being abused—advice for practitioners*' on appointment and annually.
- Read, understand and adhere to the Sunfield safeguarding policy and procedures.
- Staff to be made aware of what action to take if they have a concern about the conduct of a colleague, the home manager or any member of staff employed at Sunfield and how to report these in accordance with the Sunfield policy and procedures.
- Operate safer recruitment principles, including ongoing vigilance.
- Ensure all staff are aware of the NSPCC Whistleblowing Helpline.

## OTHER PROFESSIONAL REQUIREMENTS

- To reflect the philosophy of our Mission Statement in their everyday practice.
- To attend and participate in staff in-service training days as directed.
- To participate in work related continued professional development (CPD) and supervision programmes and develop professional and personal skills to achieve agreed targets.
- To deliver training or development opportunities as required.
- To work co-operatively with other staff within the Sunfield.
- To work with children and young people within Sunfield as and when required.
- To maintain a 'duty of candour' and to be open and honest at all times, ensuring that concerns are raised promptly through the appropriate management routes.
- To be responsible for the care and development for your working area.
- May, from time to time be required to work additional hours as shall be necessary to discharge properly your duties and responsibilities outlined in this job description.
- To undertake any other duties appropriate to this level of post which will evolve as the job progresses until the job description is reviewed.
- **Safe Working Practices for Adults working with Children** - It is the responsibility of each employee to carry out their duties in line with Sunfield Children's Home vision and value and culture of safe working practices for Adults working with children and young people and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for. To comply with all the policies and procedures of the School including the Sunfield Safeguarding (Child Protection) Policy and Procedure.
- **Freedom of Information Act and Data Protection Act** - The post holder is required to comply with the above legislation and maintain awareness of the school's policies and procedures relating to the

Freedom of Information and Data Protection Acts. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.

- **Equality and Diversity** - The post holder will be required to comply with and maintain awareness of Sunfield Children's Home policies relating to Equality and Diversity.
- **Health and Safety** - The post holder must at all times carry out his/ her responsibilities with due regard to Sunfield Children's Home policy, organisation and arrangements for Health and Safety at Work.
- **Flexibility** - All staff will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities of Education and Children's Services. Any changes arising will take account of salary and status. They will also be subject to discussion with individuals or sections affected and with appropriate Trades Unions.

This job description sets out the duties and responsibilities of the post at the time it was drawn up. Sunfield is continually striving to improve their provision, therefore duties may vary with time, but will always be of a level commensurate with salary.

This job description should be regarded as a guide to the duties required and is not definitive or restrictive in any way. The duties of the post may be varied from time to time in response to changing circumstances. This job description does not form part of the contract of employment.

Where the post holder is disabled or becomes disabled every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable job redesign will be given full consideration.

# PERSON SPECIFICATION

## Teaching Assistant

Essential	Desirable
<b>Qualifications</b>	
<ul style="list-style-type: none"> <li>Recognised NVQ Level 3 Diploma for Teaching and Learning in School or desire to work towards.</li> <li>GCSE or equivalent English and Mathematics at Grade C or above.</li> <li>Evidence of commitment to own continuous professional development in classroom support, current education initiative and learning approaches.</li> </ul>	<ul style="list-style-type: none"> <li>Childcare Qualification.</li> <li>Evidence of recent safeguarding training.</li> <li>PECS</li> <li>TEACCH</li> <li>Signalong or Makaton</li> <li>An up to date Food Hygiene qualification.</li> </ul>
<b>Experience/ Knowledge</b>	
<ul style="list-style-type: none"> <li>Experience of working with children and young people.</li> <li>Knowledge and understanding of Special Educational Needs and Safeguarding Children practice.</li> <li>Experience of working with external agencies.</li> <li>Be able to physically engage with CALM physical intervention and restraint</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of how lesson planning, IEPs and learning objectives contribute to students' learning.</li> </ul>
<b>Skills and Abilities</b>	
<ul style="list-style-type: none"> <li>Ability to supervise students under the direction of staff.</li> <li>Ability to establish and maintain good professional relationships with students, parents/ carers and colleagues.</li> <li>To be competent in the use of ICT.</li> <li>Capacity to work independently and in an organised manner.</li> <li>To be flexible and adaptable working with different groups of children.</li> <li>Communicate effectively to a wide range of different audiences (verbal, written, using ICT as appropriate).</li> <li>To be able to work creatively and sensitively with children and young people.</li> </ul>	
<b>Other</b>	
Demonstrate a commitment to: <ul style="list-style-type: none"> <li>Equality of opportunity</li> <li>Promoting Sunfield Children's Home vision and vision and value</li> <li>High quality, stimulating learning environment</li> <li>Relating positively to and showing respect for all members Sunfield and its wider community</li> <li>Ongoing relevant professional self-development</li> <li>Safeguarding and child protection</li> </ul>	

