

Thames View Bridge School

Line Manager:	TVBS Leadership Team	Salary Range	APT&C Scale 4
Job Title:	Teaching Assistant at SEMH school	Hours of Work	35 hours per week – Term time only
Position Type:	Support	Contract Type	Permanent
Job Description			

Purpose: To meet the needs of all students at Thames View Bridge School who have been identified as having primarily Social Emotional and Mental Health difficulties, through supporting 1:1, in small groups and delivering targeted provision. To work positively with teachers and other professionals to help all pupils make as much progress as possible.

Main Duties:

- To model appropriate behaviour to pupils at all time; to be kind and calm, to build trust, to take a real interest in all pupils.
- To encourage pupils to interact with others and engage in activities led by the teacher; promote good pupil behaviour and encourage pupils to interact with their peers in a positive way.
- To act as a Key Worker to designated students where appropriate and be responsible for their plans.
- To set challenging and demanding expectations and promote self-esteem and independence of students.
- To implement strategies that enable students to meet their learning objectives and progress targets. This will include providing individual support to students and groups of students both in lessons and in other contexts.
- To deliver targeted provision to pupils in small groups.
- To provide information for discussions and meetings with teachers.
- To be responsible for maintaining and keeping records accurate of their individual(s) student as well as keeping daily, behavioural/ social and academic records.
- To assist with the provision of exam special arrangements for identified students.
- To liaise with parents/carers of identified students; ensure that there is regular communication with and reporting to parents/carers and that all paperwork is completed accurately and in a timely manner, in particular for review purposes.
- To liaise with external agencies as required, including educational psychologists and specialist learning support services.
- To work closely with teaching staff to develop learning and behaviour strategies when working with all students..
- To be responsible, in the school setting, for the health, safety and welfare of pupils.
- To prepare resources for pupils, under direction of classroom teachers.

Other Specific Duties:

- To assist in the supervision of students as required, for example in exams, on trips and at breaks.
- To demonstrate a continuous positive commitment to the school's policies including those relating to safeguarding children, health & safety, and equal opportunities.
- To implement and follow all school and LA policies and procedures, including giving due regard to the schools equal opportunity policy.
- To ensure all work is appropriately documented and kept up-to-date.
- To keep abreast of current legislation and developments in relation to special educational needs and attend training where appropriate.
- To participate fully in the School's Self-Review, Performance Management/Staff Review and School Improvement Plan procedures.
- To attend in service training and relevant meetings relevant to the post in order to keep up to date with developments in working with children with SEMH.
- To provide support for individual pupils inside and outside the classroom to enable them to fully participate in activities

PERSON SPECIFICATION

Skills and Aptitudes

- To have significant, successful experience of supporting pupils with complex Social, Emotional and Mental Health needs and related challenging behaviour.
- To model appropriate behaviour at all times; to remain professional and not to react emotionally, even under very challenging circumstances.
- The ability to work with a wide range of individuals and external agencies
- Good communication skills (written and oral) and administrative skills
- Effective use of ICT and a range of stimulating material to support learning
- To work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these
- Strong interpersonal skills
- To be highly organised
- To be able to work on their own initiative when needed

Qualifications & Experience

- Level 4 qualifications with a degree is desirable
- Minimum level 2 qualifications or equivalent in English and Maths.
- To be a First Aider or to be willing to be trained as a First Aider within the first term of employment.
- A related SEN related qualification would be preferable
- Understanding of relevant policies/codes of practice and awareness of relevant legislation
- Good understanding of child development, behaviour and learning
- Experience of working with young people with complex learning difficulties
- Knowledge and experience of procedures and legal requirements related to Child Protection and Safeguarding

Qualities

- High levels of integrity trust and endeavour
- Self-confidence and a calm approach when dealing with challenging and difficult circumstances
- A sense of ambition and empathy for all learners
- A self-starter who can set and meet deadlines and prioritise
- A problem solver who always wants to achieve better levels of service
- Approachable, flexible and with sound judgement

Reviewed by:	J. Hanley/ K. Sayers	Date:	04/06/2018
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