

Job Description for role of Teaching Assistant (TA) to Sixth Form Student

35 hours per week (8.30am to 4:00pm with a half-hour unpaid break)

Objectives of the role:

To work under the guidance of the Personal Assistant, with further input provided by the SENDCo, and the client, in:

- Supporting the learning and personal care needs of the client;
- Supporting the teaching of the client in their home setting, by colleagues from John Mason School;
- Support the client in realising their full academic and personal potential, helping them as they transition to the next stage of their learning and independence.

It should be noted that **this role will be undertaken in the home of the client** and, although there will be daily interaction with colleagues from the school, that the person appointed to this role will work predominantly with the client and their family.

A package of training and induction will be organised for the successful candidate.

Context:

You will be working for a client who is a student in John Mason School's Sixth Form. They are studying a range of courses, up to A Level standard, in: Philosophy; Sociology; Classics; Art; Science; Maths, English Literature; French and Latin. Their disability means that accessing the mainstream curriculum in school is untenable at present. As such, the student's teachers visit their home and, with the support of the Personal Assistant and Teaching Assistant, deliver lessons in their home.

There are also significant care needs for the client, and applicants for this role should read the tasks outlined below to be sure that they fully understand the breadth of tasks expected of them in this role.

This is an exceptional opportunity to support an exceptional client; however, the successful applicant will also need to be a resilient, patient and adaptable individual.

Tasks:

- Personal care and hygiene, such as feeding, washing, dressing, using the toilet.
- Accessing services in the community, such as speech therapy, social groups and activities;
- Completing paperwork (note taking in lessons and filing transcripts);
- Accompany PA and client to medical appointments and meetings;
- Helping the client take medication;

- Supporting the client with learning in lessons – acting as a *teaching assistant* supporting the work of the teacher, taking responsibility for setting up and clearing away equipment and facilitating learning ;
- Supporting the client with mobility around the home and wider community (the client requires some manual handling and uses a wheeled chair in some situations);
- Working 1-2-1 with the client when colleagues from John Mason School are not teaching the client;
- Supporting the client with all therapy programmes (e.g. Speech and Language therapy, physiotherapy).

It will often be the case that the Teaching Assistant will be working alongside the Personal Assistant, client's family members, teachers from John Mason School, Carers or other professionals. **However, it must be noted that this role will involve some unsupervised and independent work with the client.** Full training and risk assessment of this work will be undertaken as part of induction.

Personal Attributes:

This is a unique role, and the successful candidate will need to demonstrate the following attributes on a daily basis:

- Open-minded and adaptable – no two days will be the same and you will need to show tenacity and resilience;
- Flexibility;
- Being interested and interesting;
- Being talkative and sociable;
- Reflective and thoughtful;
- Good general knowledge;
- Interested in current affairs and news;
- Enjoyment of crafts and practical / therapeutic activity;
- A good and empathetic listener;
- Patience;
- Someone who still sees themselves as a learner

Being a Part of John Mason School:

Although you will be working remotely, you will still be a member of the John Mason School staff and, as such, you will need to:

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

Safeguarding

John Mason School is committed to safeguarding and promoting the welfare of children. All staff must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

The points below are a requirement for the postholder of this position:

- A knowledge and keen awareness of Safeguarding Children matters and an ability to demonstrate personal values and beliefs in accordance with John Mason School's Safeguarding Children Policy
- Display commitment to the protection and safeguarding of children and young people
- Enhanced DBS disclosure (with Barred List)
- A strong appreciation of child protection issues and the capacity of acting in accordance with John Mason School's Safeguarding of Children policy
- Reading, understanding and following all aspects of John Mason School's Safeguarding Children policies, including informing the Designated Safeguarding Lead (DSL) or Deputy DSL promptly of any concerns
- Comply with safeguarding training expectations

This job description is not intended to be exhaustive and it is expected that there will be other tasks to be agreed from time to time.

John Mason School is committed to Staff Development and to achieve this end all members of staff have an annual Staff Development interview with a colleague to look back over the past 12 months, review work and training needs and to look forward and plan personal development for the forthcoming 12 months. This job description will be reviewed at least annually as part of this process.

All non-teaching employees are subject to a probationary period of 6 months. Employees are expected to prove their suitability for the job within their probationary period in terms of both conduct and competence.

Signed: (employee):

Signed: (on behalf of the Academy):

Date: