

Job Description

Job Title	Teaching Assistant
Reporting To:	HLTA
Location	Woodview at Ingfield Manor School

At Ambito, we believe everyone should have the opportunity to live a healthy, active, and fulfilling life, regardless of their background or disability. The aim of our services is to provide a safe and stimulating environment for adults, young people, and children.

Job Overview

To provide a high-quality education support service to students, in accordance with company policies, procedures and practices and the standards set by the regulatory body.

Hours: 40hrs per week, Monday to Friday (term time only 39 weeks)

Job Responsibilities:

- To support the class teacher in order to ensure the delivery of a high-quality education for all students
- To support the class teacher to ensure that all relevant education policies and procedures are implemented in full
- To provide relevant and appropriate support to students, on an individual or group basis, in order to enable them to access the curriculum as independently as possible
- To promote, in line with company policies, the physical, educational and moral development of the students To ensure that the available equipment and resources are used, stored and maintained efficiently, reporting any maintenance issues to the appropriate staff
- To support the class teacher in organising the classroom, its resources, student groupings and displays to provide a stimulating learning situation appropriate for students with ASC / /SCLN /Complex Needs
- To support the teacher to write, update, implement and evaluate documentation relating to the individual student.

- To work collaboratively with the class teacher to adequately plan to ensure the safety of students, in line with risk assessments, while both on and off site
- To produce appropriate and effective resources/teaching aids at the request of, and following a brief provided by, the class teacher and/or tutor
- To contribute to and help implement developments that relate to the School Development Plan
- Work with and manage sensory needs, enabling learners with a 'sensory diet' and / or to adopt self-regulatory strategies as appropriate and advised by the professional team.
- To make, use and keep records in accordance with company policies and procedures and standards set by the regulatory body
- To keep up-to-date with specified subject area, educational practice and SEND-related information
- Assist some learners in developing or refining their 'independence' skills, which may be inclusive of assisting with personal care elements.
- Liaise with staff from other departments to provide a consistent approach to all aspects of learner education
- Maintain regular communication and liaison both informally and in meeting times, ensuring a consistent approach to education of learners
- Ensure that the service operates to agreed budgets and contribute to keeping within these budgets as instructed
- Exercise vigilance in respect of health and safety and promptly report all hazards and/or remedying them where appropriate. Undertake all duties in a manner calculated to minimise or avoid unnecessary risks, personally or to others.
- Report issues and/or incidents relating to staff and students that have arisen in the day promptly to the relevant line manager or appropriate person
- Always operate in accordance with company policies and procedures, with particular reference to safeguarding, child protection, whistleblowing, complaints and representations and behaviour policies
- Participate in team meetings, supervisions and annual reviews in accordance with company policy and the standards set by the regulatory body
- Work to promote the school as a valued, professional asset within its community and conduct themselves at all times in a manner that reinforces this image.
- To work to and exhibit the values of the company and maintain standards of behaviour in accordance with company policies, procedures and practices.

This job description should not be seen as all encompassing, and the post holder will be expected to undertake any other responsibilities appropriate to the post as identified by the company.

The post holder will further Ambito's vision and comply with the policies and procedures of Ambito and the school. This job description will be kept under review to ensure that it remains up to date. The post holder will be consulted about any proposed changes.

Ambito Care and Education are committed to safeguarding and promoting the welfare of children and young people. All offers of employment are subject to rigorous pre-employment checks, including enhanced DBS, in line with our stringent safer recruitment policy.

Successful candidates for all posts will undergo a minimum of 6 months' probation period.

Our Values

-We are **Supportive** by promoting opportunities for everyone so they can reach their full potential

-We are very **Ambitious** to provide the best possible outcomes for the people who use our services

-We are **Loyal** because we put the people that we support and our staff at the centre of everything we do, and we deliver on our promises. We also are committed to ensuring that our services are meeting the needs of all stakeholders

-We are **Unique** because we are ambitious and innovative about the diversity of the services that we provide without compromising quality

-We are **Transparent** by being open, honest and fostering a culture of mutual respect. We promote a culture where we learn by our experiences, and we are committed to doing things better and setting the highest standards in what we do

-We are **Engaging** because we work in partnership with the people that we support, our staff and all our stakeholders

-We encourage everyone to experience a **Meaningful** life by being aspirational and by offering opportunities

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Teaching Assistant

Knowledge, skills and competency

Area	Essential	Desirable	Evidence
Professional Qualifications	<p>Willingness to work towards further qualifications as required</p> <p>Undertake relevant group induction training on commencement</p>	Level 3 Certificate in Supporting Teaching and Learning in Schools	Application Form Interview Certificates
Knowledge	Knowledge of special educational needs and disabilities.	<p>Strategies to teach students with special educational needs and disabilities.</p> <p>Child development</p> <p>Sensory needs</p> <p>Communication tools</p> <p>Autistic spectrum conditions</p> <p>Makaton</p>	Application Form Interview
Skills	<p>Ability to work independently and as part of a team</p> <p>Effective communication skills, verbal and written</p> <p>Ability to record information accurately</p> <p>Good organisational skills</p> <p>Basic IT skills</p>	Supporting young people with social communication difficulties.	Application Form Interview

Experience	Working within an education setting	Experience of working with students with social communication difficulties and/or ASC	Application Interview References
Personal Qualities	<p>Ability to demonstrate empathy</p> <p>Commitment to the values of the organisation</p> <p>Enthusiastic about supporting children and young people.</p> <p>Patient and resourceful</p> <p>Flexible and adaptable</p>		Interview