

JOB DESCRIPTION



Relationships | Independence | Opportunity | Communication

Southgate is a nurture school for pupils with complex needs where we celebrate difference, take great joy in our young people, and seek to discover and develop their unique potential. We create happy and secure learning environments, helping pupils to acquire knowledge, skills, confidence and emotional self-regulation. Our aim is to enable our pupils to lead as full and independent lives as possible.

Job Title: Educational Teaching Assistant

Location: Southgate School

Salary: Grade 7

**Hours: 31 hours per week
8.50am to 3.25pm
(8.45am start on Monday and finish at 3.55pm one day per week)
Term time plus 1 week**

Your role at Southgate School

In your role, you will deliver a range of learning strategies and approaches under the supervision of the class teacher. Using personalisation to support individual pupils and small groups of pupils, you will help them achieve their full potential. You will have a flexible and positive approach.

Contributing to effective assessment and planning will be an essential part of your role. This will include monitoring, recording and reporting on pupil progress and achievements. You will use your skills and expertise to adapt and personalise the provision to meet a wide range of needs.

Whilst undertaking your duties you will ensure the highest regard for safeguarding pupils, in line with the school's ethos, policies and procedures and your interpersonal skills will support you to work with pupils and colleagues.

You will be part of a positive staff team who work collaboratively and support each other. We are committed to ensure the highest standards of wellbeing and professional development.

Your interpersonal skills will enable you to engage and communicate effectively, working with colleagues, pupils, families and other professionals. You will communicate verbally and in writing, including effectively using IT systems and technology to maintain accurate records.

You will be able to relate to young people with a range of diverse needs. You will have the ability to work with young people with complex SEND. You will be expected to support pupil around the administration of medicine and some basic personal care.

You will have a calm, patient and reflective approach, being able to demonstrate high expectations of pupil behaviour in a positive and inclusive way.

Key areas of responsibility

You will work within one of the three pathway teams providing support in line with the school's policies, procedures and approaches

Orchard: For pupils who benefit (or will be able to) from a more formal curriculum. In most cases, their primary need is cognition and learning.

Forest: For pupils who need a semi-formal curriculum. In most cases, their primary need is communication and interaction.

Woodland: For pupils with high levels of anxiety who need a more personalised and flexible approach. Their primary need is usually around their social, emotional and mental health.

Southgate School can be a challenging environment which will require you to have an awareness of your own resilience and wellbeing. You will be able to effectively manage this on an ongoing basis.

You will work within the ethos of the school by positively interacting with colleagues, parents/ carers, pupils and members of the public. You will be an ambassador for the school by helping to create a positive atmosphere using an approachable and solution focused attitude.

The successful candidate will;

- Be committed to the whole school nurture approach
 - Have resilience and the ability to reflect
 - Have a passion for children's learning and wellbeing
 - Be confident, positive, calm, sensitive and tenacious
 - Be committed to the safeguarding of children.
 - Have excellent communication and interpersonal skills, with an ability to work as part of a team.
 - Be able to keep up physically with the demands of working within a special school where pupils have complex needs.
 - Have Team Teach training or the equivalent (or be willing to undertake this training) and be calmly confident about using positive physical intervention when this is required.
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The Rewards

- Making a meaningful difference in children's lives
- Developing strong bonds with pupils and supporting their progress
- Gaining valuable experience and training within a special education setting
- Being part of a supportive and dedicated school community

The Challenges

- Managing challenging behaviours
- Supporting pupils with complex physical or medical needs
- Balancing the diverse needs of multiple pupils inside and outside of the classroom
- Dealing with emotionally demanding situations
- Adapting to the unpredictability of working a special school

Person Specification

We would expect that anyone joining Southgate School as an Educational Teaching Assistant (Grade 7) will be able to demonstrate the abilities/ experience /skills as listed below. To be shortlisted for the role of Educational Teaching Assistant, please demonstrate on your application form how you currently meet these criteria.

Application Form

	Ability / Experience / Skills
1	An understanding and commitment to child development, learning and nurture principles
2	Experience of working in a school or educational environment
3	Experience of working with children with SEN or the ability to work with children with SEN
4	Ability to lead learning activities with small groups of pupils
5	Numeracy and Literacy skills to a level to support pupil's development
6	An understanding of relevant policies/codes of practice and awareness of relevant legislation
7	Professional qualifications applicable to the role (e.g. teaching assistant qualification) or can demonstrate relevant experience

We require you to be able to do the following and will test for these skills/abilities this during the recruitment process.

Interview Process

A	Ability to work as a team member
B	Ability to communicate effectively with pupils and adults
C	Ability to work with children/ young people with high anxiety
D	Ability to relate to pupils from diverse social backgrounds
E	Emotional resilience in working with pupils who exhibit challenging behaviour
F	Ability to assist the teacher in planning class activities
G	Understanding of safeguarding procedures and issues
H	Commitment to ongoing personal training and development
I	Ability to work flexibly both within and outside of the school environment
J	Willingness to undergo an enhanced DBS check and sign up to the DBS service on an annual basis

General information

You will have completed an enhanced DBS and medical health questionnaire before starting at Southgate School. When you start in your role you will receive a comprehensive induction and any mandatory training including safeguarding and core CPD.

You will have regard for the ethos, policies and practices of the school and maintain high standards in your behaviour, attendance and punctuality. These will be drawn to your attention as part of your induction, ongoing performance development and through school communications.

This job description is intended to provide an understanding and appreciation of the responsibilities associated with the role. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge and remit of the job.