

## JOB DESCRIPTION & PERSON SPECIFICATION



### TEACHING ASSISTANT POST

**Responsible to:** Headteacher (College)

Cedars Academy is a specialist provision for young people aged 3 to 19 years with physical, sensory and medical needs, speech, language and communication disorders, autism, and a wide range of other complex needs often associated with emotional vulnerability. The Academy operates over two sites, Cedars School at Ivy Lane (EYFS-KS3) and Cedars College at Walker Terrace (KS4/5).

We are currently seeking to appoint a full time Teaching Assistant to work in Key Stages 4 and 5 to begin as soon as possible. The post is fixed term for 1 year initially and will be reviewed based on pupil numbers and budget capacity. This role ideally requires candidates to have experience of working with young people with a range of learning difficulties and disabilities.

The successful candidate will be flexible and will enjoy the challenge of supporting the delivery of a student-led curriculum where Preparation for Adulthood and access to the community are key to ensuring that our young people are fit for life and ready for their next challenge beyond Cedars Academy. Commitment to working within a team approach is essential.

We encourage all potential applicants to contact the College in the first instance for a discussion about the role. Please contact **Julie Vincent, Head of College** at [julie.vincent@cedarstrust.org.uk](mailto:julie.vincent@cedarstrust.org.uk)

#### Safeguarding Statement

All staff and trustees are committed to our moral and statutory responsibility to safeguard and promote the welfare of all children at Cedars Academy. We endeavour to provide a safe and welcoming environment where children are respected and valued. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support and protection. Our safeguarding procedures apply to all staff volunteers, visitors and trustees and are consistent with those of the Gateshead Safeguarding Children Partnership

<b>Job Description</b>	
The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment	
<b>Summary of the role:</b>	To undertake learning/care/support programmes, prepare general support in the preparation and maintenance of resources and support the teacher in ensuring the health and safety of pupils. Work may be carried out in the classroom or outside the main teaching area.  To act as a Key Person for a small number of learners and their families; being the first point of contact for the family and communicating learning undertaken through Trust communication channels.
<b>Accountable to:</b>	Head/Deputy Head of College
<b>Main duties and responsibilities:</b>	<b>Providing support for learners by:</b> <ul style="list-style-type: none"><li>• Promoting learning opportunities for young people within the classroom setting and within the community.</li><li>• Attending to personal needs and implementing related personal programmes, including social, health, physical, hygiene and welfare matters</li></ul>

	<ul style="list-style-type: none"> <li>• Supervising and supporting pupils ensuring their safety and access to learning</li> <li>• Establishing good relationships, acting as a role model and being aware of and responding appropriately to individual needs</li> <li>• Promoting the inclusion and acceptance of all pupils</li> </ul>
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<b>Person Specification</b> <b>TEACHING ASSISTANT Key Stage 4 and 5</b> <b>The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment</b>			
	<b>Essential</b> These are qualities without which the Applicant could not be appointed	<b>Desirable</b> These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	<b>Method of Assessment</b>
<b>Qualifications:</b>	Good Numeracy & literacy Skills e.g. level 2 qualification in English and Maths GCSE Level or equivalent qualification  Training/qualifications in relevant learning strategies and specialist knowledge in a particular curriculum area	NVQ Level 2/3 for Teaching Assistants or equivalent qualification or a willingness to undertake  DfES Teacher Assistant Induction Programme  Full First Aid Qualification  ICT competency and/or qualification	Production of the applicant's certificates
<b>Experience:</b>	Working with and supporting young people with additional needs in an educational setting  Working as part of a team	Working with young people in a secondary or Post 16 setting or in the community.  Working with young people with emotional and social development needs.	Contents of the Application Form  Interview  Professional references

<b>Skills:</b>	<p>Ability to relate to young people with a range of SEN, including social, emotional and behavioural difficulties and vulnerable young adults</p> <p>Adaptable and flexible towards individual needs</p> <p>Ability to inspire and motivate young people</p> <p>Ability to work effectively and positively as a team member</p> <p>Innovative and enthusiastic approach</p> <p>Positive attitude to Equal Opportunities</p> <p>Ability to communicate clearly both verbally and in writing</p> <p>Proven ability to cope with and manage change</p> <p>Effective interpersonal skills</p> <p>Professional approach at all times</p> <p>Evidence of strong relationships with students</p> <p>Effective organisational skills</p>	<p>Ability to liaise effectively with external contacts, other staff and parents/carers</p> <p>Ability to use IT effectively for learning and associated administrative duties</p> <p>Experience of communication packages such as In Print</p>	<p>Contents of the Application Form</p> <p>Interview</p> <p>Professional references</p>
<b>Knowledge:</b>	<p>Awareness of methods of working with pupils with SEN, emotional, behavioural or social/communication disorders</p>	<p>Understanding of relevant learning strategies</p>	<p>Contents of the Application Form</p> <p>Interview</p> <p>Professional references</p>
<b>Personal competencies and qualities:</b>	<p>Motivation to work with young people with SEN, including emotional, behavioural and social communication disorders</p> <p>Ability to form and maintain appropriate relationships and personal boundaries with young people</p>	<p>Motivated to support the extra-curricular and enrichment work of the Academy</p>	<p>Contents of the Application Form</p> <p>Interview</p> <p>Professional references</p>

	<p>Emotional resilience in working with challenging behaviours</p> <p>Good timekeeping and reliability Good attendance record</p> <p>A sense of humour</p>		
<b>Other requirements post job offer:</b>	<p>Valid work permit and DBS clearances</p> <p>Able to fulfil the Occupational Health requirements for the post</p> <p>Appropriate Job References</p>	<p>DBS Clearance</p> <p>Work permit</p> <p>Valid documentation</p> <p>Occupational Health questionnaire</p> <p>2 satisfactory references</p>	

**COMPLETED APPLICATION FORMS SHOULD BE FORWARDED TO: Julie Vincent**

**CEDARS COLLEGE, 13 WALKER TERRACE, GATESHEAD, NE8 1EB: [julie.vincent@cedarstrust.org.uk](mailto:julie.vincent@cedarstrust.org.uk)**

This Job Description is a general outline of the post as it is currently perceived by Cedars Academy. It is not intended to be restrictive or definitive.

Each member of staff will have an individual work plan agreed with them following appointment to the post, which is aligned to the organisation’s strategic plan.

The responsibilities of the post may change in line with continuous improvements as Cedars Academy aims to meet its vision and best respond to the needs of disabled people accessing our services.

This job description will be reviewed annually (and may be reviewed at any other time) and if necessary other duties at no higher level of responsibility may be interchanged with/added to this list as required following consultation between the post holder and the head teacher.

This job description has been agreed by:

Name ..... (Signed)

Name: ..... (Head of College) .....(Signed)

Date: .....

**CEDARS ACADEMY IS AN EQUAL OPPORTUNITIES EMPLOYER**