Job Description

Post title	Enhanced Teaching Assistant (ETA)
Job Evaluation	Yes/**No**
Grade	6
Service	Schools
Service area	Villa Real School
Reporting to	The postholder will be accountable to The Headteacher
Location	Your normal place of work will be Villa Real School
Disclosure and Barring Service (DBS)	This post **is subject to an Enhanced Disclosure**

Description Of Role

To complement the work of teachers by taking responsibility for the organisation and support of agreed learning activities for classes where all pupils have special educational needs. Work with children and young people who have a range of significant and often complex SEND for example those with autism, social, emotional and mental health difficulties, profound and multiple, severe or moderate learning difficulties including, in some instances, those with life limiting conditions and those who exhibit challenging behaviour. The primary focus is to do specified work with individuals, groups and whole classes under the direction and supervision of a qualified teacher.

To work collaboratively with teaching staff in the whole planning cycle and the management/preparation of resources. Also to deliver learning to individuals, small groups and whole classes as and when required.

To encourage pupils to become independent learners, to provide support for their welfare, and to support the inclusion of pupils in all aspects of school life.

Duties and Responsibilities

The responsibilities of the post are to be carried out in keeping with the ethos of the school and within the agreed school policies and aims. The education, safety and all round wellbeing of the pupils and students is the reason for the existence of Villa Real School.

This job may require exposure to some difficult working conditions. For example, being in contact with bodily fluids or exposure to children who may exhibit challenging behaviours. (We also have a small but significant group of children with complex and/or life threatening medical conditions).

Training in manual handling, positioning, eating and feeding, health and safety, team teach, behaviour management, hydrotherapy and Safeguarding (child protection) is part of the school training package. Support is provided until the post holder is able to carry out the routines as part the team.

Enhanced Teaching Assistants (ETA) at Villa Real School will be expected to:

1. Assisting with the learning in a bespoke room with one or two students with severe Autism remotely supported by a teacher
2. Leading SALT, Physio and Occupational Therapy with the individual students ·
3. Leading individual students in literacy and numeracy
4. Leading individual students in regulation activities according to their arousal curves and utilising Team teach as appropriate
5. As the students are teenagers you will be required to support with work around privacy. This requires students' dignity being maintained at all times
6. As students have significant communication needs you will be required to utilise a total communication approach
7. Work as part of a multi-professional team to meet the needs of pupils and students attending Villa Real School.
8. Behave in a professional way at all times in keeping with the vision and ethos of the school.
9. Work with individuals or groups of pupils carrying out educational programmes, as directed by the teacher.
10. Make contributions to assessments, reviews and discussions on pupil's achievements and developments.
11. Take on the role of Communication Representative or Behaviour Representative as directed by teacher, attend scheduled meetings, prepare resources, complete paper work and share information with other class staff.
12. Liaise with the Support Assistants (SA) on eating and feeding programmes, communication targets, moving and handling plans, medical management plans, behaviour management plans and toilet training programmes as directed by the teacher.
13. Be responsible for and assist the SA when necessary with the changing of nappies/incontinence aids, healthcare and the general cleanliness and hygiene of pupils under the direction of the teacher.
14. Administer prescribed medicine in accordance with school policy and practice in the absence of the school nurse.
15. During breaks, supervise pupils and direct the SA in the supervision of pupils.
16. Escort sick pupils to hospital, hand over to parents before returning to school.
17. Take a full part in both school based and externally provided professional development.
18. Contribute to extra – curricular activities.
19. Prepare the classroom, equipment and resources and assist the SA where necessary in keeping all equipment and resources in a clean, safe and hygienic condition as directed by the teacher.
20. Assist in the school based training of student nursery nurses and students on work experience etc.
21. Play a full part as mentor to newly appointed SSAs as directed by the Deputy Head Teacher.
22. Assist with the provision of PPA time and cover for teacher absence as laid down in the agreed policy under the direction of the Deputy Head Teacher.
23. Work in any department of the school when necessary and as directed by the Senior Management Team.
24. Work with the SAs to manage other agreed tasks around school. Rotas and tasks are discussed with, and published by, the Deputy Head Teacher each September.
25. Carry out other duties or responsibilities as required by the Head Teacher which contribute to the smooth running of the classroom or the school as a whole.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Head Teacher.

Organisational Responsibilities

Values and behaviours

To demonstrate and be a role model for the council's values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

Smarter working, transformation, and design principles
To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

Communication
To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

Health, Safety and Wellbeing
To take responsibility for health, safety, and wellbeing in accordance with the council's Health and Safety policy and procedures.

Equality and diversity
To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

Confidentiality
To work in a way that does not divulge personal and/or confidential information and follow the council's policies and procedures in relation to data protection and security of information.

Climate Change
To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

Performance management
To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council's Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

Quality assurance (for applicable posts)
To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

Management and leadership (for applicable posts)
To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council's values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

Financial management (for applicable posts)
To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.