Job Description

Post: Teaching Assistant: GR2

Post holder:

Reporting to: Head of Faculty

A Teaching Assistant works under the instruction/guidance of teaching/senior staff to undertake work/care/support programs, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

Core Purpose of the Role:

• To provide intensive support for young people on a 1:1 or in a small group
• To assist the teaching of students to ensure their engagement in their learning
• To create an environment where students aspire, thrive and achieve
• Be able to explain learning objectives to different groups of learners
• To know the individual special educational needs of all the students they support the teaching of
• To be able to adapt and modify resources to ensure challenge and progression in line with the Special Educational Needs of the individual students they support the teaching of
• To Know, Learn and Use the Building Learning Power Strategies. These are Resilience, Resourcefulness, reflectiveness and reciprocity
• To use every opportunity to progress the learning of the students they work with

Duties and responsibilities:

1. Support for students (either individually or in groups)
   • Support the activity of individuals or groups within agreed guidelines.
   • Support students to develop their literacy and numeracy skills and provide support to enable students to access the curriculum.
   • Establish and maintain relationships with individual students and groups.
   • Contribute to Specialist Education Plans as appropriate.
   • Support students during learning activities.
   • Lead the facilitation of developing students social skills development during lunch and break times.
• Promote students’ social and emotional development.
• Contribute to the health, safety and wellbeing of students.
• Provide support for students' language development
• Support students to integrate programmes of a specific nature given by professionals from other disciplines into appropriate curriculum areas
• Liaise with appropriate professionals to ensure the development of students and self.
• Dealing with the personal care needs of children where appropriate in line with the guidance of the local authority

Additional needs
• To assist with the management of a complex medical/health need by:
  Following procedures as outlined on a child’s Health Care Plan.
  Undertaking a range of identified clinical procedures (deemed by the Royal College of Nursing, June 2005, as able to be safely taught and delegated to non-health qualified staff, subject to written guidelines and ongoing suitable training being provided by qualified health staff. This also includes undertaking emergency procedures pertinent to individual needs
  Embedding collaborative work between health and education services to support the management of children’s complex medical and health needs while they attend school: consultation Children Young People & Families
  Undertaking moving and handling procedures following accredited competence training.
  Supporting personal care needs which include continence management, bandaging and, for specific conditions, the application of creams.
  Following gross and fine motor activity programs under the direction of relevant health care professionals.

Safeguarding
• Undertake mandatory school training in Child Protection
• Be responsible for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.

Support for the teacher
• Observe and report on student performance
• Contribute to the planning and evaluation of learning activities
• Assist in preparing and maintaining the learning environment
• Contribute to the management of students' behaviour
• Contribute to maintaining students’ records
• Support the maintenance of students’ safety and security
• Provide general administrative support, for example, administer coursework, produce worksheets etc.
• Undertake more complex feedback of students' work in line with the school policy
• Appropriate planning to support students to integrate programs of a specific nature given
  by professionals from other disciplines into appropriate curriculum areas
• Undertake joint home visits as appropriate

5. Support for the curriculum
• Support the use of information and communication technology in the classroom
• To ensure all tasks are carried out with due regard to Health & Safety
• To set an example of personal integrity and professionalism
• Attendance at appropriate staff meetings and parents evenings
• Embedding collaborative work between health and education services to support the
  management of children’s complex medical and health needs while they attend school
• Following training to support the use of appropriate positioning and mobility equipment in
  the classroom to ensure maximum curriculum access.
• Follow procedures for safe storage of all student’s equipment including wheelchairs,
  walkers, standing frames and static supportive chairs when not in use.
• To support the maintenance of children’s equipment that is required to support curriculum
  access (e.g. to ensure Hearing Aids and Braille machines are working properly and report
  the need for repairs quickly)
• Any other duties as commensurate within the grade in order to ensure the smooth running
  of the school
• To perform other such duties as the Head Teacher may from time to time determine.

Support for the School
• To participate in training and other learning activities and performance management as
  required
• Support the development and effectiveness of team work within the school environment
• Develop and maintain working relationships with other professionals
• Liaise with parents/carers as appropriate
• Review and develop own professional practice
• Work as required across the curriculum and in all Key Stages within the school.
• 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
• Assist with the supervision of students out of lesson times, including before and after school
  as agreed with duty staff

In addition:

a) The above responsibilities are subject to the general duties and responsibilities contained in
  the most recent statement of conditions of employment.

b) The Governing Body reserves the right to alter the content of this Job Description after
consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility.

c) The duties described in this Job Description must be carried out in a manner which do not bring the school in disrepute and promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the School’s and Local Authority’s Equal Opportunities Policy.

d) Professionally support the vision and ethos of the school at all time.

e) Through your actions enable students to aspire, thrive and achieve

d) Selly Oak Trust School is committed to the safeguarding and welfare of all students and expects all staff to share this commitment.

Signed (issued by) .......................................................... Date ..................................................

Signed (received by) .......................................................... Date ..................................................