



JOB DESCRIPTION

JOB TITLE: Teaching Assistant

RESPONSIBLE TO: Headteacher

ACCOUNTABLE TO: Headteacher

PAY: NJC Grade 3, Pt. 5 - 9

STATEMENT OF PURPOSE:

- To work with the class teacher to support pupils' effective independent learning and progress.
- To prepare resources and the classroom for planned activities.
- To provide support for all pupils' learning and care needs (intimate care when appropriate) and having due regard to the health, safety and wellbeing of pupils and colleagues.

KEY RESPONSIBILITIES

LEARNING AND DEVELOPMENT ACTIVITIES:

- To provide support for learning activities across all areas of the national curriculum and to provide feedback to the teacher on pupil progress with objectives and tasks
- To assist with the timely preparation of resources, activities and the teaching environment ensuring pupil safety. This may include preparing materials to meet individual pupil needs
- To clear up after activities ensuring displays are kept safe and tidy
- To assist in the development of Individual Education Plans and to help pupils advance towards outcomes on the EHCP and to provide feedback on progress
- To assist in implementing and reviewing agreed programmes of work and highlight any concerns to the classroom teacher

BEHAVIOUR, THERAPY AND PLAY:

- To implement agreed behaviour management strategies to promote positive behaviour
- To support therapists and pupils before, during and following therapy sessions and to assist with therapies as required
- To provide opportunities for pupils to experience a variety of play environments that stimulate them and provide opportunities for risk, challenge and personal growth
- To support pupils to participate as inclusively as possible in all activities
- To help pupils manage their own feelings and relationships with others

CARE AND SAFETY:

- To provide support to pupils' general welfare, including emergency First Aid, feeding, toileting and changing their clothes as instructed to ensure they are clean, tidy and comfortable
- To be familiar with pupils' care plans and provide care, encouragement and maintain dignity
- To assist with monitoring of physical wellbeing including pupils' eating habits to support the development of pupils' independence.
- To support pupils' emotional wellbeing, self-reliance self-esteem and resilience
- To assist in intimate care as required
- To assist in the administration of medication to pupils as required and in accordance with their Care Plan and legal guidelines
- To organise and supervise offsite activities and maintain health and safety of pupils when outside the school setting
- To assist in the supervision of pupils during break and lunchtimes and in the use of school transport

COMMUNICATION:

- To provide support to communication and interaction needs including facilitating communication for pupils who use augmentative or alternative means of communication
- To support pupils and their families for whom English is an additional language (EAL)
- To establish and maintain effective communication with parents, carers and families about the care and education of their children through Class Dojo, Earwig, review meetings and phone calls

TEAM WORKING:

- Assist in the assessment, monitoring and the electronic recording of pupil progress and behaviour linked to a variety of frameworks and the maintenance of record keeping systems
- To provide occasional supervision of a group or class for time limited activities or in an emergency
- To provide cover for colleagues, including in unfamiliar classes across all three sites
- To work flexibly as part of the classroom team and to take part in the support and induction of new staff as well as the annual performance management scheme