

JOB DESCRIPTION

Job Title: Teaching Assistant 1-1

Directorate: Education

Reports to: Class Teacher

Location: Yalding C of E Primary School

Grade: KS3

1. PURPOSE OF JOB

To provide learning and care support for an individual pupil with medical needs to help work towards the outcomes on their education and health care plan (EHCP). This will involve working with the teacher to plan and deliver activities and supporting the pupil with routines, transitions and behaviour management.

2. PRINCIPAL ACCOUNTABILITIES

- Supervision to monitor for signs of hypo/hyperglycaemic attack and treat effectively.
- Monitor and test blood glucose levels throughout the day to reduce hypo/hyperglycaemic attacks.
- Provide supervision for a period of 1 hour following a hyperglycaemic attack and 2 hours following a hypoglycaemic attacks.
- 1:1 monitoring of snacks and lunchtime to count carbohydrates and send information to insulin pump to deliver correct dose of insulin.
- Monitor to ensure all snacks/lunch is eaten and carbohydrates counted.
- Support to consolidate learning missed while receiving treatment
- Record all treatment information in diabetic contact book throughout the day. Record glucose levels, snacks; correction doses; carbohydrates counted and additional treatment information and discuss with parent at handover at the end of the school day.

PLUS

- Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure pupils' wellbeing.
- Contribute to the overall work/aims of the school and appreciate and support the role of colleagues and other professionals to enable the school to fulfil its improvement plans etc.
- Undertake training and other learning activities and attend relevant meetings as required to ensure own continuing professional development.

3. NECESSARY EXPERIENCE

- A good standard of general education (i.e. NVQ level 2 or equivalent) together with good English and Mathematics skills (GCSE C grade or above).
- To have previous successful experience of working with children across the primary age range.
- To be able to use basic technology (computer, tablet, photocopier, camera).
- Have a knowledge of policies and procedures relating to safeguarding, health, safety, security, equal opportunities and confidentiality.
- To have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly.

- To have good influencing skills to encourage pupils to interact with others and be socially responsible.

4. SCOPE FOR IMPACT

Support staff in schools make a strong contribution to pupils' well-being, learning and achievement. Teaching Assistants provide support to teachers and schools allowing qualified teachers to make even more effective use of their time, professional knowledge, skills and understanding.

5. JOB CONTEXT

TAs will be expected to work effectively with individual pupils under the direction of a class teacher. They will contribute to, and need to demonstrate skills in, planning, monitoring, assessment and class management. TAs are also expected to work as part of the school team and contribute to plans to ensure the school meets its aims. The post holder must work within the relevant policies, codes of practice and legislation reporting any concerns to the relevant person. The post holder must have good communications skills to be able to inform, persuade, inspire and motivate pupils and provide feedback to other professionals and parents as required