

JOB TITLE	TA/Unqualified TA – 32 Hour Contract
PAY GRADE	KSA
SEN ALLOWANCE	YES
RESPONSIBLE TO	CLASS TEACHER/STRATEGIC PATHWAY LEAD
DATE JD UPDATED	JUNE 2023

JOB PURPOSE

The TA will be deployed with the school by the Headteacher and will work as part of a team under the direction and guidance of a class teacher. The TA will work to meet both the physical care needs of the pupils and their educational and social development. They report to the class teacher for day-to-day supervision and instruction and to the Headteacher who has overall responsibility for the school. There is no management responsibility for other members of staff but they may be asked to assist the class teacher in the supervision of volunteers or students on work placements in the classroom.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Participates in the implementation of National Curriculum programmes of study and also programmes for pupils designed by teaching staff. Duties may include monitoring the progress of pupils in areas of education or helping pupils in the basic curricular work such as number reading and writing.
- Participate in the toilet training and the attainment of personal hygiene skills by pupils. In some instances, duties may also involve bathing pupils after sickness or soiling as well as washing and drying clothes. Some pupils may require incontinence pads to be changed.
- Operate individual feeding programmes and help pupils learn to feed themselves. This may include cutting up food, helping pupils to use cutlery and in some instances feeding the pupils.
- Assist pupils in their social education. Duties may involve accompanying pupils and the teachers on journeys to local shops or use money or public transport etc. Such duties may take place outside of normal school hours with the agreement of the TA concerned.
- Accompanying teachers on educational journeys or on other off-site activities such as trips to places of interest or to take pupils horse riding or swimming. Duties may include being asked to drive the school mini-bus or taking part in supervising physical educational activities. TAs will assist in the supervision of pupils whilst on the journey.
- Help teaching staff in the improvement of pupils' communication skills. This involves helping the speech therapist and following programmes set by the therapist for individual pupils. All such work will be under the guidance of the teacher. The postholder will be expected to use a signing system such as Makaton. Training will be provided to help staff gain the necessary skills.
- Under the direction and guidance of the class teacher, to provide physiotherapy for individual pupils by following programmes set by visiting professional e.g. physiotherapist.
- To help maintain, and care for equipment and toys used in the classroom.
- To supervise pupils before and after school whilst pupils are arriving and departing. Also to supervise pupils during breaks and lunchtimes. To help groups of children develop their skills at the dinner table by supervising and eating dinner with them.
- TAs will be asked to learn first aid techniques and apply them in caring for pupils in the school. This could involve administering drugs or medicine to individual pupils under the direction of the class teacher.

- TAs may be involved in some direct contact with parents over individual pupils. Normally however, such contact is maintained by teaching staff. If contact does occur it may be in writing, by telephone or by face to face meetings. The TAs would report any contacts to their class teacher or a member of the senior leadership team.
- To assist the teacher in displaying children's work in classrooms, corridors, the hall etc.

HOURS OF WORK

The hours of work are as laid in the contract of employment. Five days will be non-contact days when staff training and other activities such as those designed to be supportive of the Appraisal Scheme or for the improvement of service delivery will be undertaken. The daily hours are Monday to Thursday 6.5 Hours and Friday 6 Hours. Start and end times are site specific so please check in advance what is required. The lunchtime breaks are not officially counted in the working hours but, by agreement, they are at present provided, however during this period you will remain on call.

GENERAL

1. Actively contribute to and promote the overall ethos and values of the school
2. Participate in training and other learning activities and performance development as required.
3. Maintain consistent high standards of professional conduct, tact and diplomacy always in dealings with students, parents, staff colleagues, external agencies and any other visitors to the school.
4. Maintain absolute confidentiality and exercise discretion regarding staff / student information and the school's business always.
5. Act as an ambassador for the school within the local community and beyond, ensuring that the ethos and values of the school are promoted and always upheld.
6. Undertake any other reasonable tasks and responsibilities as requested by the Headteacher or a member of the Senior Leadership which fall within the scope of the post.

SAFEGUARDING AND SAFER RECRUITMENT

St Nicholas school is committed to safeguarding and promoting the welfare of children and young persons at all times. The post holder under the guidance of the Designated Safeguarding Lead (DSL), will be responsible for promoting and safeguarding the welfare of all children with whom they come into contact, in accordance with the School's Safeguarding policies.