

# Five Acre Wood

## Teaching Assistant

**Hours: 32.5 (8:30am to 3:30pm) - Monday to Friday.**

**Reports to:** Class Teacher

**Pay grade:** KSC

### Job Description

*Purpose of Job:*

To assist and support the class lead with the nurturing, developing and educating of pupils, whilst maintaining professionalism.

*Principal Accountabilities:*

#### Teaching and Learning

- Contribute towards individual pupil outcomes and strategies.
- Observe, monitor and record the progress of pupils both using the appropriate format as advised by the class teacher including pupil learning, behaviour management, wellbeing, child protection etc. (including liaising with therapists) as directed in order to support the teacher deliver the specific learning programmes set for each child.
- Make materials for teachers or pupils use as directed by the class teacher

#### Professional and Personal Conduct

- Contribute to the overall work/aims of the school and appreciate and support the role of colleagues and other professionals to enable the school fulfil its development plans etc.
- Undertake training and other learning activities and attend relevant meetings (within contracted hours) as required to ensure own professional development. Attend training outside of contracted hours with advanced notice and in negotiation.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop

#### Wellbeing of pupils

- Ensure health and safety and good behaviour of pupils (including off-site activities such as trips, swimming etc.).
- Supervise and have responsibility for the safety of pupils in break and playtimes, as well as model appropriate play and organise learning activities.
- Support the physical needs of pupils and promote independent movement as advised by the class teacher and therapists. Accompany pupils in the swimming and hydrotherapy pool and adhere to school policy at all times.
- Attend to pupils personal care needs and assist with the organisation of refreshments and mealtimes (this may include feeding pupils by gastric tube following appropriate training) to ensure pupils' wellbeing and health and safety.
- Ensure pupils' wellbeing, health and safety is maintained, and assist with the development of hygiene, toilet training and personal care programs.
- Prepare primary care areas and disposal of soiled waste according to the duty rota.
- Attend to pupils personal medical needs and manual handling needs to ensure pupils' wellbeing and health and safety, following specialist training and competency sign off.

## **Knowledge and understanding**

- Share responsibility for ensuring own knowledge and understanding is relevant and up to date by reflecting on own practice
- Understand roles and responsibilities within the classroom and whole school context, recognise these may extend beyond a direct support role
- Provide clerical/admin support

## **Effective communication and engagement with students, their families and carers and other professionals.**

- Ensure the safety of the child by monitoring and reporting all concerns and any changes to line manager, health professional or parent / guardian as appropriate.
- Know when to refer information to line manager in line with school policies.
- Maintain accurate records where required.
- Listen to concerns; recognise and take account of signs of change in attitudes and behaviour.

## **Safeguarding and promoting the welfare of the child**

- Promote and sustain a suitable environment in which the child feels safe and comfortable.
- Work within the framework of school policies.
- Undergo appropriate training and be passed as competent before carrying out any care intervention.
- Assist with the supervision of groups and individual students as required.
- Maintain personal and professional boundaries at all times.
- Understand your own role and its limitations and the importance of not providing care where you have not been trained or passed as competent to do so.

## **Child development - Take part in appropriate trips to support the child with school.**

- Provide, with appropriate guidance and supervision limits, educational, health, emotional and physical support to students.
- Assist in the implementation of appropriate behaviour management strategies.
- Know how to interact with children in ways that support the development of their ability to think and learn.

## **Multi-agency working - Know the value and expertise you bring to a team and that brought by your colleagues.**

- Work in a team context – forging and sustaining relationships across agencies and respecting the contribution of others working with children and their families.

## **Sharing information - Provide feedback, as requested, to the class teacher or other appropriate person to support the planning and evaluation of the learning process in respect of groups and individual students.**

- Be aware of and comply with policies and procedures relating to child protection, confidentiality, health, safety and security.
- Understand the importance of sharing information, how it can help and the dangers of not doing so.
- Attend staff meetings, training days and management team meetings by agreement with the Headteacher.

## **Administration / other - Prepare and keep clean materials and undertake minor clerical duties.**

- Participate in the school's performance management process.
- Participate in training and other learning activities and performance development as required.

## **Health & safety**

- Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.

Your duties will initially be as set out in the job description, but this could be amended from time to time to reflect changes in or to the job.

### Person Specification

REQUIREMENT	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS /TRAINING</b>		<ul style="list-style-type: none"> <li>Teaching Assistant qualification</li> <li>Childcare qualification</li> </ul>
<b>EXPERIENCE</b>		<ul style="list-style-type: none"> <li>Total communication approach</li> <li>ProAct</li> <li>Experience of working in an educational/nursery setting</li> <li>Professional and/or personal experience of working with children with SEN</li> </ul>
<b>KNOWLEDGE</b>		<ul style="list-style-type: none"> <li>An understanding of Special needs</li> </ul>
<b>SKILLS/ABILITIES</b>	<ul style="list-style-type: none"> <li>Good communications skills</li> <li>Child Centred approach.</li> <li>Good communications skills</li> <li>Ability to independently but also as a team player</li> <li>Establish professional working relationships with colleagues</li> </ul>	<ul style="list-style-type: none"> <li>Basic medical needs training eg. Epilepsy, Allergies, Asthma (full training will be given)</li> </ul>
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>Organised</li> <li>Being discrete, professional, respectful and friendly</li> <li>Being efficient and dependable, while maintaining flexibility to adapt to rapid change, while remaining calm in unexpected or changing situations</li> <li>Ability to work successfully as part of a team</li> <li>Confidentiality</li> <li>To be committed to the school's policies and ethos</li> <li>To be committed to continuing professional development</li> </ul>	
<b>EFFORT/ENVIRONMENT</b>	<ul style="list-style-type: none"> <li>Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>Emotional resilience in working with challenging behaviours and attitudes to use authority and maintaining discipline</li> <li>To assist with ensuring Safeguarding policies and protocols are correctly followed</li> </ul>	

**Acknowledgement of Receipt of Job Description**

- I have received a copy of the job description for Teaching Assistant and have read and understand the duties and responsibilities.
- I understand that the duties and responsibilities in the job description are subject to change at the discretion of my employer at any time.
- I understand that my signature below indicates that I have read and understood the above statements.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_