

JOB DESCRIPTION

**JOB TITLE:** Teaching Assistant

**ACCOUNTABLE TO:** Head of Tydeman Centre

**JOB PURPOSE:**

Contribute to the management and support of pupils during learning activities. Establish and maintain relationships with individual pupils and groups. Provide cover supervision for whole classes where and when required. Review and develop own professional practice. Dealing with pupils’ therapeutic, pastoral and personal care needs.

**KEY TASKS**

* Implement structured learning activities/teaching programmes both in small group settings and individual tutorials and support pupils in accessing learning activities under the guidance of the class teacher or tutor, providing feedback to pupils in relation to their progress and achievement in order for pupils to realise their full potential.
* Manage classroom activities safely, ensuring that the physical learning space and the resources in it are conducive to pupil learning.
* Be able to use a range of strategies to deal with classroom behaviour and understand individual needs to ensure pupils’ learning needs are met.
* Assist in the preparation and administration of exams including acting as a reader, amanuensis and invigilator.
* Promote and supervise trips and activities designed to develop social skills, inclusion and corporate identity as hours permit.
* Escort and support students who are engaged in off-site learning and extra curricular clubs and activities as hours permit.
* Carry out lunch duties, as per the duty rota, issued by the senior leadership team.
* Administer routine tests and undertake routine marking as directed, maintaining records as requested in order to allow the class teacher to concentrate on other activities requiring their professional input.
* Attend to pupils’ personal care needs and assist with the organisation of refreshments and meals to ensure pupils’ wellbeing, health and safety.
* Implement pastoral management programmes for pupils with emotional problems to ensure pupils’ wellbeing, health, safety and learning needs are met.
* Assist in the collation of information for IEPs, Annual Reviews and learning programmes.
* Be familiar with, and comply with a full range of policies and procedures relating to child protection, health, safety, security and confidentiality, reporting all concerns to an appropriate person to ensure pupils’ wellbeing.
* Timely and accurate preparation and use of specialist resources/ materials/equipment as required by staff/curriculum/lesson plans etc., whilst creating and maintaining a purposeful, productive and safe working environment to ensure pupils’ learning needs are met.
* Provide clerical/admin support and undertake basic record keeping in respect of pupil learning, behaviour management, child protection etc as directed, in order to support the class teacher in delivering the specific learning programme set for each child.
* Liaise with Tutors regarding Physio and Occupational therapy for specific children and assist in delivering exercise regimes.
* 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 development plans etc.
* Undertake training and other learning activities and attend relevant meetings (within contracted hours) as required to ensure own continuing professional development.
* Have joint responsibility for medical needs policy co-ordination and implementation. Liaising with parents regarding medical issues and care plans ensuring that accurate records are kept and relevant information is disseminated. Ensure that all medication is dated and securely stored and give advice and support where appropriate to staff for medical issues with specific children. Ensure all information regarding care and medical issues is available for off-site trips.

**Health & Safety**

* To promote and comply with the school’s policies on Equal Opportunities and Health and Safety both in the delivery of services and the treatment of others

**Safeguarding**

The Malling School is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by The Malling School. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Child Protection Officer.

This job description is additional to the basic duties outlined in the latest School Teachers’ Pay and Conditions document and reflects the policies agreed by the Governors. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time. This job description will be reviewed regularly and is an integral part of the appraisal and line management process.

Signed: …………………………………………… Date: …………………

Signed: …………………………………………. Date: ………………….

Headmaster