



DANECOURT SCHOOL JOB DESCRIPTION

POST: TEACHING ASSISTANT

LINE MANAGER: Class Teacher

Function of Post: To be responsible for assisting the teaching staff in providing care and educational of children with a range of complex needs.

Main Duties and Activities:

1. To adhere to the Professional Standards for Danecourt Teaching Assistants (attached).
2. To assist teaching staff in ensuring that the health and safety regulations for all pupils are met.
3. To work under the direction of class teachers within the context of the day to day organisation of the school/class.
4. To assist teaching staff in carrying out programmes and interventions, such as OT and Speech packs, for individual and small groups which will support pupil's educational developments.
5. To assist teaching staff in the assessment and evaluation of pupil progress.
6. To assist teaching staff in the preparation and display of children's work including backing of walls, general tidying of classroom, organisation of equipment, collection and return of stock and appropriate resources.
7. To assist pupils in toilet training and to administer to their toileting needs in the event of accidents.
8. To assist pupils with feeding programmes and social skills development where/when necessary.
9. To communicate with the class teacher either formally or informally concerning matters of individual pupil progress.
10. To assist teaching staff in the appropriate behaviour support for pupils, and to advise, guide and counsel pupils whenever necessary, and in accordance with school procedures.
11. To participate in Whole Staff training events and embrace continuing professional development opportunities.
12. To attend to minor accidents and escort pupils to their home or to the hospital when necessary.
13. To accompany classes on educational visits and trips as necessary.
14. To actively support the aims and values of Danecourt and all the schools policies and procedures.
15. To participate in the evaluation and review of his/her performance in order to effectively carry out the duties described above.

Name: Signed:.....Dated:.....