



**JOB TITLE:                   TEACHING ASSISTANT**

**SCALE:                        Kent Range 3**

**RESPONSIBILITY TO:    CLASS TEACHER**

## **RESPONSIBILITIES AND DUTIES**

Under the direction and guidance of the class teacher, to support and implement the individual education programmes of pupils. They will work as part of a team with the class teachers, other Teaching Assistants and external professionals, being deployed in educational settings both within and outside of school.

### **Principal Duties and Responsibilities:**

1. To work as a part of an inter-disciplinary team under the immediate direction of a class teacher to whom you are responsible, that may also include leading small groups, or working with individual pupils and provide feedback to teachers.
2. To help with some pupils in hoisting, dressing, feeding, toileting, showering/bathing and cleaning and changing pupils who are incontinent or unable to be fully independent.
3. To participate in the implementation of Education Health and Care Plans, Individual Education Programmes and support pupils access to a differentiated curriculum (EQUALS, National Curriculum, ASDAN etc.)
4. To assist pupils in gaining social education. Duties may involve accompanying pupils and their teachers on journeys, which may include going to local shops and on educational visits. The use of public transport may be involved if such duties take place outside of normal schools hours.
5. To accompany teachers on educational journeys or on other off-site activities such as trips to places of interest, taking pupils to football, swimming or horse riding this may also include residential. Duties may include being asked to drive the school mini-bus or taking part in physical educational activities.
6. To support visiting therapists in carrying out specific programmes as directed by the class Teacher and or intervention programmes.
7. To share care for sick pupils with the nurse and the MAO whenever necessary during their hours of work. This may also include accompanying pupils to the doctor's or to hospital appointments.

8. To maintain and care for resources used in the classroom. To help in the preparation and tidying of the classroom throughout the day.
9. To supervise pupils during breaks and lunch-times.
10. To administer, when trained, drugs or medicine to individual pupils whenever necessary.
11. To drive (if you are able) the school minibus in order to escort pupils to local shops, on school trips and work experience etc. (Minibus training will be provided)
12. To develop your skills and abilities by taking part in staff training courses provided during working hours. Other training opportunities will be available outside these hours.
13. To take part in or be represented at departmental meetings and whole staff meeting.
14. To respect the confidential nature of all information gained either verbally or in writing.
15. Teaching Assistants may be involved in some direct contact with parents over individual pupils. However, such contact is normally maintained by teaching staff. If liaison does occur it may be in writing, by telephone or through direct contact.
16. Teaching Assistants may be asked to take on the role of Keyworker in respect of pupils. This will involve maintaining a student log and establishing regular contact and exchange of information between the school and the parents.
17. A Teaching Assistant is responsible directly to the Head of Learning for the safety and well being of pupils when left alone with them.

A Teaching Assistant may be deployed to any area of the school depending on absence and sickness. The duties may be varied to meet the changing demands of the school and these duties may therefore be changed at the discretion of the Head of Learning and following consultation with you.

## The Beacon SCHOOL

### JOB SPECIFICATION: Teaching Assistant

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Have Level 2 or at least Grade C GCSE in Literacy and Numeracy</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Previous experienced of working with children</li> <li>• Experience of working with vulnerable children or adults</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Numeracy and literacy skills.</li> <li>• Basic IT skills.</li> <li>• Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly.</li> <li>• Good influencing skills to encourage pupils to interact with others and be socially responsible.</li> <li>• Ability to be flexible in carrying out a role that may vary from caring for basic needs such as toileting to supporting the implementation of more academic teaching programmes</li> <li>• The ability to follow instructions but also to use initiative where appropriate</li> <li>• The ability to work as part of a team</li> <li>• Can actively support the interests of students and the school</li> <li>• Able to deal with all clients and work colleagues fairly regardless of race, colour, sex, disability, age or religious belief.</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Knowledge of policies and procedures relating to child protection (safeguarding), health, safety, security, equal opportunities and confidentiality.</li> <li>• Staff will be expected to have an awareness of and work within national legislation and procedures relating to Health and Safety.</li> </ul>
<b>Values &amp; Ethos</b>	<ul style="list-style-type: none"> <li>• Values &amp; Ethos should be aligned with the school's as follows               <ul style="list-style-type: none"> <li>○ <b>Learning</b> Inspiring excellence in teaching, learning and progress</li> </ul> </li> </ul>

	<ul style="list-style-type: none"><li>○ <b><u>Support</u></b> Deocracy Caring for others Openness Equity Self Help Equality Social Responsibility</li> <li>○ <b><u>Development</u></b> Self responsibility Honesty Together</li></ul>
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