Teaching Assistant
Job Description

JOB TITLE: Teaching Assistant (TA)
MAIN LOCATION: Rowden House School
RESPONSIBLE TO: Senior Teacher / Head of Education
WORKING FOR: Teachers/Instructors

MAIN RESPONSIBILITIES:

- To support the teacher with preparation, display and general classroom duties, including the organisation and development of class planning.
- To provide support for students in all aspects of care, education and health.
- To safeguard and promote the welfare of children and young adults at all times.
- To work in accordance with the general philosophy of care and education at Rowden House School.
- To professionally update themselves with TA skills and knowledge as supported by the School.

KEY TASKS:

Under the direction and usually in the presence of a teacher:

- To assist and be involved in all areas of the curriculum:-
    - development of basic skills such as communication and numeracy skills;
    - recording assessment, recording and review activities;
    - organisation of group activities away from the classroom such as P.E., swimming, educational visits and technology;
    - supporting off-site education activities to other providers;
    - preparation of materials, resources and classroom displays and displays in the wider school;
    - promotion of and assistance with *'independence activities'*.
- To maintain basic records as directed to enable the assessment of the children's ability and/or progress.
- To assist the teacher with the supervision of the children or group of children during class activities, at lunchtimes, moving around the campus and surrounding areas, and activities away from the classroom.
- To assist the teacher in the preparation of programmes and review materials and when required, to participate in Review meetings with parents and Authorities.
- To work in an effective inter-disciplinary environment supporting the work of the teacher and demonstrating a positive and supportive attitude to teamwork activities.

- To assist at an appropriate level with the implementation of the programmes and management strategies in place for the pupils as developed by appropriate professionals, e.g. physiotherapist, speech therapist, psychologist.

- To assist with the provision of general care and welfare of the children during the school day, including:
    - personal hygiene routines, e.g. toilet programmes, changing following incontinence, dressing and undressing.
    - assisting with the children's injuries and where qualified, administering first aid.
    - to assist with the administering of medication following suitable training, under the direction of the medication officer.
    - to assist with the identification and monitoring of the children's general health and welfare, to report any concerns immediately.
- To assist with the maintenance of a safe environment ensuring equipment and the general environment are hygienic and in compliance with safety regulations and that any potential hazards are removed.
- To attend staff meetings, case reviews, training and individual support & supervision meetings with the Head of Education or Senior Teacher, Registered Manager and other professionals as requested.
- To be jointly responsible for the safeguarding of children and vulnerable adults in our care, and to adhere to all relevant safeguarding policies and procedures.
- Work within the spirit and intentions of the Equal Opportunities and Equality & Diversity policies and procedures and report any concerns to your line manager immediately.
- To carry out any other duties as are reasonably deemed to be within the remit of this post.

You as an employee are required by The Health & Safety at Work Act 1974 to:

- Take reasonable care for the health and safety of yourself and others who may be affected by what you do or don't do;
- Cooperate with the Company to ensure compliance with the law;

And Under the Management of Health and Safety at Work Act 1999 you as an employee are required to:

- Inform your employer of any work situation which you consider represents a serious and imminent danger and any shortcoming in the employer's protection arrangements for health and safety.
- Ensure you do not misuse or interfere with equipment provided for your safety or the safety of others.

The content and reporting lines will be reviewed regularly and will change over time.