



Wellbeing Award
for Schools

2019–2022



Job Description Teaching Assistant

Responsible to: Class Teacher / Senior Education Management

Our aim is for all our young people to follow The Bladon Way.

- Make good choices
- Be kind to everyone
- Look after everything
- Use your manners

Every staff member should encourage this and be a role model towards the four objectives.

Purpose of the post:

To work alongside the class team to promote a love of learning for our pupils and to enable them to make progress towards positive academic and EHCP outcomes.

To safeguard and promote the welfare of children and young adults at all times.

Your Duties and Responsibilities will be to work at a professional level with;

- All aspects of safeguarding which may impact directly or indirectly on the children and young people
- The Senior Education Team for all working arrangements in the school setting
- The class teacher
- The inter-disciplinary team working with and around individual children and young people including colleagues from Bladon Care and Therapy.
- All external visitors to the school site which may include parents, carers, social workers, health professionals and Local Authority representatives

Particular Responsibilities

- To ensure that a young person's entitlement to a high standard of teaching and learning and communication is achieved in association with teachers and therapists
- Undertake activities as directed by the class teacher/leader which may include:
 - Preparing for learning including displays and resources
 - Contributing to the development of class planning and pupil targets
 - Assisting with a range of education activities designed to meet the needs of the individual or small group which may include direct teaching/instructing overseen by a teacher
 - Monitoring and evaluating a young person's completion of work
 - Delivery of therapy led programmes (where trained) to support progress to EHCP outcomes
- To manage and support all students at Bladon with regulating and reducing challenging behaviour, this includes appropriate use of physical intervention (where trained) in line with the school policy and the individual's Positive Behaviour Support Plan
- This post is subject to an Enhanced Disclosure check

Support the pupil by:

- Ensuring all aspects of the young people's education day is planned, assessed and reviewed holistically and individual needs are met
- Undertaking activities with either individuals or small groups of children in order to facilitate their physical, emotional and educational development which may include swimming, outdoor activities, animals and community access
- Assisting, whenever necessary, with personal hygiene, advice and guidance to pupils. Some pupils require support with personal/intimate care

- Being aware of Bladon House School's NAPPI policies in dealing with all areas of a young person's welfare eg putting appropriate augmentative communication systems in place; making judgements about what kind of interventions are appropriate; following approaches by NAPPI trainers and the Team around the child (TAC).
- Promoting independence to individuals
- Balancing at all times the young person's actual age with their ability age
- Promoting and reinforcing the pupil's self-esteem and encourage the child to maximise their achievement and development
- Working to establish positive relationships with the children and parents/carers concerned in order to facilitate effective communication and partnership between school and home
- Following teacher and therapist guidance in school time
- Assisting in supervising pupils during lunch as required
- Following child protection and safeguarding procedures as required and at all times

Support the teacher by:

- Cooperating effectively as part of a team in class supporting all young people at Bladon
- Undertaking other duties as reasonably expected of a teaching assistant

Support the school by:

- Playing an active part in Team Bladon in line with the staff code of conduct and a positive attitude
- Contributing towards 1:1 Supervision and Performance Management Meetings in order to promote good practice and personal and professional development
- Working within agreed timetables of school and pupil activities (both onsite and offsite)
- Being aware of the school's policies and procedures
- Observing and maintaining confidentiality at all times

General duties:

- Be aware of and work in accordance with Health and Safety guidelines and the Equal Opportunities policy
- To take responsibility for self development through the performance review process and undertake any relevant training as offered by the Headteacher, in conjunction with the training and development plans
- To participate in training to improve skills and knowledge relevant to the needs of the post
- To 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 undertake any other duties within the competency of the post as determined by the Headteacher
- The postholder may be required to attend, from time to time, training courses or other meetings as required by his/her own training needs and the needs of Bladon House School
- The nature of the work may involve the postholder carrying out work outside of normal working hours

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 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.

This job description is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities, duties and grading.