

Job Description Teaching Assistant

ARAN HALL SCHOOL
Rhydymain, Dolgellau, Gwynedd, LL40 2AR

Job Title: Teaching Assistant

Responsible To: Head of Learning

Purposes and Objective of Work

- To be responsible for the comprehensive educational and care needs of the young people in your care.
- To ensure that individual needs are met and programmes realised through individual, paired and group activities.
- To be aware of all aspects of the curriculum and curriculum development and how they relate to the needs of young people as they go through the school.
- To contribute to curriculum development.
- To carry out your duties so that the highest standard of educational and child care practice is achieved.
- To supervise other staff or to be responsible for any other duties in the absence of the Teacher.
- To ensure that - at all times – your classroom has a positive and purposeful climate.
- To promote the school among other professionals and agencies, parents and carers.

Duties and Responsibilities

- To be aware of the needs of individual young people and the various programmes agreed and arranged, and ensure that these requirements are met at all times - to the highest standards of education, safety and security.
- To ensure the School's Achieve! programme is delivered with procedural integrity at all times.
- To liaise with colleagues to achieve maximum comprehensive benefit from individual and group programmes.
- To maintain accurate, clear records of individual learning and behaviour.
- To attend, support and contribute to admission and moving-on planning, annual reviews and staff meetings as required.
- To participate in relevant training.
- To fully engage with young people and take part in activities and leisure pursuits, including physical activities such as sports.
- To participate in physical interventions as required, and to attend regular training in 'What's the Message?' (physical intervention techniques).

- To drive school vehicles when required and appropriate.
- To bring to the attention of management any matters of concern about any area of activity within the school.

It is your professional responsibility to help protect those in our care and keep yourself and colleagues safe.

Review Arrangements

The details given above reflect the duties and outcomes expected of this post at the time of appointment. It should be remembered, however, that over a period of time, or as circumstances change, these details may change or be required to change. Consequently, the Principal and Head of Learning will expect to revise this Job Description from time to time and will consult with the post holder at that time.

N.B.

No employee of Aran Hall School Ltd should discuss matters relating to the Company or any fellow employee, young person, placing authority or associated organisations with anyone outside the Company. **This condition of confidentiality continues after the termination of employment.** Due to the nature of the work all staff will, from time to time, be in possession of highly confidential information.

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.
- Co-operate with the Company to ensure compliance with the law.

Under the Management of the Health & 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 your health & safety.
- Ensure you do not misuse or interfere with equipment provided for your safety of the safety of others.

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