

Job Description – Teaching Assistant

Responsible to: Class Teacher/Deputy Head Teacher/Head Teacher

Key Role

Under the direction of the class teacher support in the delivery of teaching and learning programmes that lead to outstanding outcomes for learners.

Duties and Responsibilities

1. To support students as individuals and in groups:
 - to develop their personal communication skills
 - to develop their independence
 - to increase their social skills and inter-relationship skills with others
 - to develop hobbies and interests to take with them into adulthood.
2. To be able to use initiative and work as a supportive member of a team.
3. To develop skills to be able to work across all students in the school, across different classes, both individually and in small groups.
4. To contribute to keeping classroom resources up to date and organised.
5. To help with displays and general classroom presentation.
6. To use knowledge of the students individual learning targets to support their learning, following guidance from professionals and provide feedback through assessment and feedback.
7. To record photos from activities to the schools recording app with a statement of learning.
8. To maintain records, electronically and written, both within the school and to parents/carers.
9. To support with offsite activities; following programmes, managing behaviour and following risk assessment recommendations for both the individual and the groups safety. These will involve driving school cars according to company policy.
10. To assist, whenever necessary, with personal hygiene, advice and guidance to pupils. This will include acting in the role of carer at times.
11. To take on the role of key worker to day pupils, liaising with parents/carers and maintaining up to date paperwork.

12. To attend and contribute to all relevant meetings.
13. To maintain a level of professionalism at all times, in your relationships with students, your manner and behaviour in the classroom.
14. To participate in training to improve skills and knowledge relevant to the needs of the post.
15. To manage and support students with challenging behaviour (including physical behaviour) as detailed in school and SENAD policy. To complete behaviour records and reports as detailed in policies and procedures.
16. To take joint responsible for the safeguarding of children and vulnerable adults in our care; it is a requirement of this role that you adhere to all relevant safeguarding policies and procedures.
17. To adopt and follow all school policies and to be aware of Child Protection, Equal Opportunities and Health and Safety legislation

You as an employee are required by the Health and 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;

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

- Inform your employer of any 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.
- It is your professional responsibility to help protect those in our care and keep yourself and colleagues safe. Where you are required to provide close contact care, support or any level of physical intervention you will be required to wear PPE and take part in regular Coronavirus testing, this is mandatory across our services. In addition, you may be required to care for or support those who may have an illness, infection or virus such as Coronavirus (including asymptomatic cases), it is therefore strongly recommended that you have the Covid-19 vaccine and any required booster jabs where there is no medical or religious reason not to do so.

18. To liaise with other SENAD staff and any external agencies as may be directed

19. To undertake any other duties within the competency of the post as determined by the Head teacher