



## **JOB DESCRIPTION**

### **ALTERNATIVE PROVISION TEACHING ASSISTANT GRADE 3**

#### **Job Purpose**

To support the ethos of the school and work collaboratively with the classroom teacher, with their responsibility for the development and education of students, including those with additional physical, emotional and educational needs, by utilising detailed knowledge and specialist skills in specialist discipline being fully involved in all stages of the planning cycle.

#### **Outline Responsibilities and Tasks**

Under the educational plan agreed with the teacher or designated supervisor:

- Supervise the activities of individuals or groups of children to ensure their safety and facilitate their academic, social, emotional and behavioural development;
- Work 1:1 with students;
- To cover class teaching when teacher is absent;
- Plan, lead, monitor and evaluate interventions;
- General supervision, counselling and discipline of children and students, within the procedures of the school;
- Assistance at an appropriate level with the provision of general care and welfare of the children including:
  - Assisting with children's injuries and, where qualified, administering basic first aid;
  - (following consultation and agreement) assisting in the administering of medicines and allied record keeping under the direction of appropriate staff;
- Supporting children to be independent;
- Attend regular home visits to support families;
- Visit alternative provisions;
- Promoting pupil independence in learning and reinforcing the self-esteem of children through praise and encouragement;
- Adhering to and maintaining school routines and codes of conduct;
- Ensuring all pupils are able to safely use equipment and materials provided and being aware of the range of resources available;
- Monitor individual pupils' problems, progress, achievements and condition and report these to the designated member of staff as appropriate;
- Actively engage in the pre-determined education activities and work programmes and to assist in personal and individual development of individuals or groups of pupils;
- Carry out appropriate activities as planned within the classroom or with groups of pupils;
- Help the teacher with tasks;
- Displaying and presenting children's work;
- Providing support for all curriculum areas; Assisting the pupils to access the normal routines of the classroom;
- Assisting in the implementation of programmes designed by other professionals e.g. educational psychologists, speech and language therapists, occupational therapist, etc;
- Assisting with the support of group activities within and away from the classroom such as swimming, PE, and educational visits;

- Assisting with the promotion of independence activities;
- The use of ICT;
- Work closely with the class Teacher and other colleagues to support the administration and organisation of educational activities for individuals and groups of pupils;
- To participate actively in supporting the principles and practice of equality of opportunity as laid down in the School's Policy;
- To take reasonable care for the health and safety of yourself and other persons who may be affected by your acts or omissions and to comply with all health and safety legislation as appropriate and to comply with the school health and safety Policy;
- As a term of employment to carry out any other reasonable duties and/or times of work as may be reasonably required of you in accordance with the grade and general level of responsibility within the organisation;
- **Must have a driving license and access to own transport for home visits.**