



**St Laurence School
Job Description**

Title of Post: Teaching Assistant

Grade: NJC Grade D SCP 4-6

Contract Terms: NJC Terms and Conditions
SLS Generic job description for all support staff
31 hours per week, Term Time (39 weeks per year)

Key Functions:

Under the guidance and direction of teaching staff and/or senior colleagues:

Support for the student:

- Promoting independence
- Acting as a key worker for a student, where appropriate.
- Assisting students in carrying out work set by teaching staff.
- Supporting all students included in a mainstream setting, support base, as appropriate.
- Supporting students with a wide range of needs including physical and sensory impairment, cognition and learning difficulties, social, emotional and mental-health issues, communication and interaction difficulties.

Support for the teacher:

- Assisting in the preparation and reproduction of learning materials.
- Supporting the teacher with identifying errors in work/target setting as appropriate.
- Bringing to their attention the particular strengths and problems of the student.
- Assisting in the recording of student's progress.

Support for the school:

- Assisting in maintaining a safe environment for students.
- Accompanying teachers and classes on educational visits as required.
- Assisting in the supervision of students during the day and in the school grounds as required.
- Assisting in ensuring that students adhere to the behaviour policy of the school.
- Liaising with parents and other parties as required.
- Liaising on behalf of the AEN team with a particular area of the Curriculum.

General Requirements:

- Participating in training and development activities as required.
- Attending meetings and communicating with colleagues in the school, outside agencies and other relevant bodies.
- Being an effective role model for the standards of behaviour expected of students.
- Having due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of the Governing Body and Local Education Authority.

Specific Duties of the post may involve:

- Assisting teaching staff in the preparation of learning materials and the management of resources.
- Assisting students in classroom activities under the specific direction of the teacher and/or other support staff.
- Assisting in maintaining a safe environment for students and staff.
- Assisting with distressed children under the general direction of teaching staff or other members of the support staff.
- Assisting with physically impaired students.

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For all staff - You have specific responsibilities under Health and Safety / Safeguarding legislation to ensure that you:

- Take reasonable care for your own health and safety, and that of others affected by what you do, or do not do.
- Cooperate on all issues involving health and safety.
- Use work items provided for you correctly, in accordance with training and instructions.
- Do not interfere with or misuse anything provided for your health, safety or welfare.
- Report any health and safety concerns to your line manager as soon as practicable.
- Report any safeguarding concerns to a senior member of staff.
- Attend safeguarding training as requested.

Notes: The jobholder must have the ability to undertake a range of tasks involving the Interaction with all School stakeholders.

- a) The postholder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibilities entailed. Such variations are a common occurrence and would not themselves justify the re-evaluation of the post. In cases, however, where a permanent and substantial change in duties and responsibilities of the post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation. (Officers temporarily undertaking additional duties are covered by NJC Conditions of Service, Section 3, paragraph 35).
- b) In line with school policy, all job descriptions are subject to review each year, to support professional development of the postholder and to ensure that the role meets the challenging needs of the school