

## Job Description

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**Job title:** Teaching Assistant  
**Reports to:** Deputy Principal  
**Location:** Milestone Academy

### PURPOSE OF JOB

To support the class teacher in the teaching and welfare of children to ensure they attain the targets set under their individual educational programmes. To support pupils' learning, therapeutic, behavioural, medical and personal care needs, delivering interventions and programmes as necessary.

### PRINCIPAL ACCOUNTABILITIES

- Participate in the implementation of individual education plans as designed by teaching staff. Such programmes will cover both academic and more practical skills, e.g., English, maths, living skills and personal care routines. Participate in the planning of programmes of work as part of a class team and supervise pupils in the temporary absence of the teacher as required.
- Attend to pupil's personal care and medical needs and assist with snack and meal times (this may include feeding pupils by gastric tube following appropriate training) to ensure pupils' wellbeing and health and safety, modelling and supporting appropriate play and social interactions as required during break and lunchtime.
- Implement the school Behaviour Policy and behaviour support programmes for pupils with profound, severe and complex needs to ensure pupils' learning, well being, health and safety needs are met through a consistent approach to the support of pupils within the class. As a last resort, Physical Interventions may need to be used to maintain health and safety if reasonable, proportionate and necessary and following appropriate training.
- Follow pupils' Individual Healthcare Plans and undertake specific medical procedures for identified pupils as necessary. Such procedures may include: the administration of medicine to individual pupils as part of their daily healthcare plan, or in an emergency (e.g. epilepsy, asthma), the administration of oxygen to assist breathing, nasal suction etc. following appropriate training.
- Provide support for the class teacher and colleagues in the manual handling of pupils to ensure pupils' wellbeing, health and safety is maintained, and assist with the development of hygiene, toilet training and personal care programmes following appropriate training.
- To support therapists in carrying out therapy programmes as directed by the Class Teacher.
- Ensure the maintenance of a clean, orderly and safe working environment making sure that resources are set out on time and used safely to enable pupils to meet their learning targets. Maintain and care for resources used in the classroom, helping in the preparation and tidying of the classroom throughout the day.
- Assist the teacher with learning activities ensuring health and safety and positive behaviour of pupils (including off-site activities such as trips, swimming etc.). Support the pupils in accessing learning activities as directed by the teacher to enable pupils' progress towards their targets. Be aware of and support differences to ensure all pupils have equal access to opportunities to learn and develop
- Undertake record keeping (which may be electronic) in respect of pupil learning, behaviour support, child protection etc. as directed in order to support the teacher deliver the specific learning programmes set for each child
- Read, understand and comply with policies and procedures relating to child protection and safeguarding, behaviour support, medical procedures, safety, security and confidentiality reporting all concerns to an appropriate person to ensure pupils' wellbeing
- Contribute to the overall work/aims of the school and appreciate and support the role of colleagues and other professionals to enable the school to fulfil its development plans etc.
- Undertake training and other learning activities as directed and attend relevant meetings (within contracted

hours) as required to ensure and take responsibility for own continuing professional development

### **NECESSARY EXPERIENCE**

- Good standard of general education (i.e. NVQ level 1 or equivalent) together with good numeracy and literature skills
- Previous experience (1-2 years) of working with children
- Use basic technology (computer, video, photocopier)
- Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality
- Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly
- First Aid qualification would be an advantage

### **SCOPE FOR IMPACT**

Support staff in schools and make a strong contribution to pupils' learning and achievement. Teaching Assistants provide support to teachers and schools allowing qualified teachers to make even more effective use of their time, professional knowledge, skills and understanding. TAs contribute to pupils' learning and will have a significant impact on pupils' achievement.

### **JOB CONTEXT**

TAs will be expected to work effectively with individual pupils and/or small groups under the direction and supervision of a class teacher. They will contribute to, and need to demonstrate skills in, planning, monitoring, assessment and class management. TAs would also be expected to work as part of the school team and contribute to plans to ensure the school meets its aims. The post holder must work within the relevant policies, codes of practice and legislation reporting any concerns to the relevant person. The post holder must have good communications skills to be able to inform, persuade, inspire and motivate pupils and provide feedback to other professionals and parents as required. The post holder is responsible for their own CPD staff are supported and encouraged to reach their professional potential. Milestone Academy also offers CPD opportunities after school out of contractual hours.

### **Safeguarding of students and Duty of care**

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

### **Notes**

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.

Signed: ..... Date: .....