

Exeter House School

Job description: Teaching Assistant

Pay scale	Grade E to F
Job Title :	Teaching Assistant
Main Job Purpose:	Under the direction of the Teacher/s, to support the inclusion of pupils with a wide range of special needs and to access learning. The need will range from pupils with severe to profound and multiple learning difficulties, some of whom may also have significant physical, sensory or behavioural needs. The ages of the pupils involved will be within the Reception to Post-16 range.

1.	Supporting the Pupil
	<ul style="list-style-type: none"> • To develop a knowledge of a range of learning support needs and to develop an understanding of the specific needs of the child/ren to be supported. • Taking into account the learning support involved, to aid child/ren to learn as effectively as possible both in group situations and on his/her own, for example:- <ul style="list-style-type: none"> - Clarifying and explaining instructions. - Ensuring the child is able to use equipment and materials provided. - Motivating and encouraging the child as required. - Assist in areas of need eg language, behaviour, reading, spelling, handwriting/ presentation etc. - Helping pupils to concentrate on and finish work set. - Meeting physical needs as required whilst encouraging independence. - Liaising with Class Teacher about structured support plans and educational targets. - Developing appropriate resources to support the child/ren. • To establish a supportive relationship with the child/ren concerned. • To encourage acceptance and inclusion of all children with special needs. • To develop methods of promoting/reinforcing the child's self-esteem. • To listen to the children's problems and take appropriate action or seek advice towards resolving the issue. • To provide individual or small group supervision in and out of the classroom. • To accompany children when swimming, including supervising from poolside and in pool. • To accompany pupils on outings.
2.	Care of the pupil
	<ul style="list-style-type: none"> • To undertake physical tasks for the care of the pupils(s), eg dressing, washing, feeding, hoisting and changing; changing of incontinent pupils and cleaning wet and/or soiled surfaces. • To become familiar with fitting and adjusting mobility aids, standing frames etc. • To undertake physiotherapy exercises (eg stretching, balancing, walking), speech therapy exercises, and other personalised programmes, following instruction. • To administer medication, under the direction of class teacher.

3.	Supporting the teacher/s
	<ul style="list-style-type: none"> • To assist, the class teacher (and other professionals as appropriate), in the development of a suitable programme of support for children who need learning support, including contributing to the development and implementation of structured support plans and behaviour support plans. • In conjunction with the class teacher, and/or other professionals, to record the child's progress. • To contribute to the maintenance of child/ren's school records. • To participate in the evaluation of individual programmes and pupil progress. • To provide regular feedback about the child/ren to the teacher. • To encourage the social and emotional development of pupils by intervening in situations which call for adult supervision following training and instruction from the teacher.
4.	Supporting the curriculum
	<ul style="list-style-type: none"> • To support the delivery of Literacy, Communication and Mathematics along with other aspects of both the National Curriculum and the enhanced curriculum offered by the school.
5.	Support the School
	<ul style="list-style-type: none"> • Where appropriate, to develop a relationship to foster links between home and school using established school methods ie home/school contact book. • To liaise, advise and consult with other members of the team supporting the children when asked to do so. • To contribute to reviews of children's progress, as appropriate. • To follow school policies. • To be aware of school procedures. • To be aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences appropriately. • To assist with setting up, storage and retrieval and general maintenance of classroom equipment and teaching aides, eg computers and computer software, resources, indoor and outdoor play equipment, photographic equipment etc. • To ensure the hygiene of the teaching environment in cases of sickness or soiling. • Administering minor First Aid under the guidance of a qualified person. • To ensure that toilet areas are properly equipped with materials to cope with incontinence and that soiled materials are disposed of in the appropriate manner using the specialised equipment. • To occasionally launder items of clothing/towels etc using the school's washing machine. • To retrieve, set up and store pupils' individual equipment, specialist seating, physiotherapy equipment and wheelchairs/buggies. • To ensure that all equipment for outings eg drinks, food, weather protection, first aid, accompanies the pupils. • To assist in ensuring all shared areas and resources are properly maintained.
6.	Other Duties
	<ul style="list-style-type: none"> • The post holder may be required to perform duties other than those given in the job description for the post providing that they are commensurate with the grade. The particular duties and responsibilities attached to posts vary from time to time without changing the general character of the duties of the level of responsibility entailed. Such variations are a common occurrence and would not in themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties and responsibility of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.