

Kesteven and Grantham Girls' School

Job Description (Specific to particular student)

POST TITLE: Designated Teaching Assistant																											
STAFF NAME:																											
STARTING DATE OF POST:																											
RESPONSIBLE TO: SENDCos and Headteacher																											
1.	PURPOSE OF JOB: To work with and support an individual student having complex physical needs, in accordance with the child's EHCP and the family's wishes where appropriate and/or groups of children as directed by the SENDCo or Class Teacher. To provide support to the SEND Team, the Headteacher or Class Teacher across a range of child centred activities to promote child development and learning.																										
2.	MAIN RESPONSIBILITIES, TASKS & DUTIES																										
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3.	<p>MANAGEMENT OF PEOPLE</p> <p>None</p> <p>SUPERVISION OF PEOPLE</p> <p>No direct line management responsibilities but may be required to occasionally demonstrate duties, give advice and guidance to employees, students, parents or trainees.</p>
4.	<p>CREATIVITY AND INNOVATION</p> <p>Required to be creative when resolving physical challenges faced by the student. Show initiative that best serves the interest of the student.</p>
5.	<p>CONTACTS AND RELATIONSHIPS</p> <p>Direct contact with children, other employees at the school. Liaise with other professionals, parents/carers under the supervision/guidance of the SENDCos / Headteacher/Line Manager.</p>
6.	<p>DECISIONS</p> <p>a) Discretion</p> <p>The postholder must act in accordance with school policies and procedures and relevant legislation, particularly in relation to child protection, safeguarding and behaviour management.</p>
	<p>b) Consequences</p> <p>Any errors should be easily identified and rectified. All incidences that act against the interest of the student, should be reported immediately for resolution. Reporting to SENDCo / Headteacher / Line Manager.</p>
7.	<p>RESOURCES</p> <p>Use available resources in the SEND Department and within the classroom. Resources will evolve over time and postholder should be ready and willing to embrace new technology, learn its use, use it for the benefit of the student, and teach others in its operation.</p>
8.	<p>WORK ENVIRONMENT</p>
	<p>a) Work Demands</p> <p>Subjected to conflicting priorities due to curriculum and care needs.</p>
	<p>b) Physical Demands</p> <p>Subject to physical demands: This post requires manual handling and consistent attendance. Postholder should be fit and healthy enough to walk around school, sit with student, move items, open doors, operate lifts, push a wheelchair if necessary and support student during independent movement.</p> <p>Moving and Handling – specific training to be undertaken as necessary.</p>
	<p>c) Working Conditions</p> <p>School based and may be required to undertake reasonable duties of a personal nature pertinent to a teenage female.</p>

	<p>d) Work Context</p> <p>Student has an electric wheelchair, self-propelled. Other than physical needs, there are no cognitive special educational needs. Student is attending a large selective Grammar school, having passed the entrance exams. Student is in top 25% of her year group for attainment when compared to peers. Postholder is required to enable equal access to the curriculum, enable movement around school, ensure wellbeing of student and build a professional relationship built on trust and a consistent approach.</p>		
9.	<p>KNOWLEDGE AND SKILLS</p> <p>The postholder to have GCSE or equivalent in Maths, English or equivalent level of competency. Manual handling training desirable, but will be provided. Previous experience of learning support would benefit application. Student uses an ipad to access digital curriculum, postholder to be fluent or willing to learn operation of assistive technology to support learning.</p>		
10.	GENERAL		
<p>Job Evaluation</p> <p>This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as adopted by the County Council.</p>			
<p>Other Duties</p> <p>The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.</p>			
<p>Equal Opportunities</p> <p>The postholder is required to carry out the duties in accordance with School Equality and Diversity Policy.</p>			
<p>Health and Safety</p> <p>The postholder is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.</p>			
<p>All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school.</p>			
	Name:	Signature:	Date:
Signed by Headteacher:			
Job Description agreed by: [Postholder]			