

Job Description for the Post of Teaching Assistant, Bedelsford Chaucer Centre

Job Purpose:

To deliver excellent support for learning under the direction of the teacher, including following general instructions and guidance to support all teaching and learning activities in the classroom through the competent and regular use of ICT and a range of communication aids, while providing general support to the class teacher in managing and organising pupils and maintaining a supportive educational environment. This role also involves dealing with pupils' personal care needs in line with school procedures, providing medical interventions where required, and consistently supporting the ethos of the school by adhering to the Code of Conduct, policies, and guidelines. Additionally, it includes actively participating as part of the whole school team, building positive relationships, and promoting harmony within the school community.

Key Responsibilities:

- Follow instructions and guidance from class teacher to provide support for pupils, reinforcing their learning and ensuring their understanding.
- To follow the guidelines for individual support, care needs and medical interventions (including but not exclusively gastro feeding, suctioning and tracheostomy, administering drugs). undertaking any required training.
- To ensure pupils are moved according to their written manual handling care plans, raising any concern with the Senior TA responsible for manual handling.
- To prepare classroom/corridors to the standard as directed by class teacher.
- To engage with pupils during lesson and break times, promoting their independence and communication as outlined in the School's curriculum aims and pupils' Individual Education Plans. Develop positive activities for the pupils and establish constructive relationships with them.
- Make suggestions towards the development and assist in the implementation of Individual Education/Behaviour Plans and Personal Care and feeding programmes and attend Annual Review meetings upon request.
- To take part in other curricular activities (including but not exclusively swimming and school trips, loading minibus where appropriate).
- To follow written individual therapy programmes under the guidance of the therapists in the school. (Including but not exclusively Physio, SALT, OT and specialist feeding programmes).
- Make observations of pupils' performance and provide regular feedback to the teacher to enable assessment of progress, including P levels and NC levels.
- Liaise with parents and other professionals, maintaining a professional relationship at all times. • Provide general clerical support to the teacher.
- To have a sound knowledge of ICT to use educational programmes, prepare teaching materials and be able to operate communication devices.
- Attend training as directed and incorporate learning within work, demonstrating good practice to other staff.
- To be responsible for promoting and safeguarding the welfare of children. Reporting any concerns to a senior member of staff.
- Follow the Health and Safety procedures to ensure the safety of pupils and staff.
- To attend school on INSET Days, if part of your working week, and be involved in training.
- To undertake any other duties as required as directed.
- No annual leave to be taken in term time.

Additional notes

- Job Descriptions are to be reviewed annually
- The responsibilities listed above are the essentials of the post; it is always open to the postholder to propose ways of extending these responsibilities
- This job description is not exhaustive and you may be asked to carry out other duties commensurate with the role.

Person Specification for the Post of Teaching Assistant, Bedelsford Chaucer Centre

The Person Specification shows the abilities and skills you will need to carry out the duties in the Job Description. Shortlisting is carried out based on how well you meet the requirements of the Person Specification. You should mention any experience you have had which shows how you could meet these requirements when you fill in your Application Form. If you are selected for interview, you may be asked also to undertake practical tests to cover the skills and abilities shown below.

Area	Requirements	Essential/Desirable
Qualifications	GCSEs (or equivalent) in English and Mathematics	Essential
Experience	Experience of working with children or young people	Essential
	Experience within a school or educational setting	Desirable
	Experience supporting pupils with special educational needs and/or disabilities (SEND)	Essential
	Experience assisting with personal care and/or medical needs	Desirable
	Experience of working as part of a team	Essential
Knowledge & Understanding	Understanding of child development and learning processes	Essential
	Knowledge of safeguarding procedures and child protection	Essential
	Awareness of SEND and strategies to support a range of needs	Essential
	Understanding of behaviour management strategies	Essential
	Familiarity with school policies and inclusive practices	Desirable
Skills & Abilities	Ability to support teaching and learning under teacher direction	Essential
	Good communication skills, including use of communication aids	Essential
	Competent use of ICT to support learning	Essential
	Ability to build positive relationships with pupils, staff, and parents	Essential
	Strong organisational skills and ability to support classroom management	Essential
	Ability to work independently and use initiative	Essential
	Ability to provide personal care and medical support sensitively	Essential
Personal Attributes	Patient, caring, and empathetic	Essential
	Positive attitude and commitment to inclusive education	Essential
	Reliable, flexible, and adaptable	Essential
	Professional and able to maintain confidentiality	Essential
	Team player who promotes a positive school environment	Essential
	Commitment to the school's ethos, values, and code of conduct	Essential

Orchard Hill College & Academy Trust is proud to be a Disability Confident Employer, committed to creating an inclusive and supportive workplace for all.

Orchard Hill College & Academy Trust endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This **Job Description** and **Person Specification** is current but will be reviewed on an annual basis and following consultation with you, may be changed to reflect or anticipate changes in job requirements which are commensurate with the job title and grade in line with the school's changing needs.

In line with the statutory guidance in Keeping Children Safe in Education, the Trust reserves the right to request and review references **prior to interview** as part of our safer recruitment process. Any concerns raised will be followed up with the applicant before a recruitment decision is made.