

## **Nunnery Wood High School**

### **Job Description**

**Name:**

**Post:** TEACHING ASSISTANT Grade 2

**Salary/scale:** Teaching Assistant Grade 2, Scale 3, Pt 5 to 6

**Relationships:** Responsible to SENDCO and ultimately to the Headteacher.

#### **JOB PURPOSE**

To support the classroom teacher with their responsibility for the development and education process by providing care and supervision skills to students, including those who have special physical, emotional and educational needs, by utilising a good standard of practical knowledge and skills.

#### **RESPONSIBILITIES AND TASKS**

Under the direction and control of the Classroom Teacher -

- To assist the teacher with learning activities generally in the classroom.
- Contributing to the planning of work to meet the needs of the National Curriculum and individual needs of students and students.
- Contributing to the formulation of Pupil Passports including being a keyworker for students and communicating with staff and parents.
- To carry out appropriate activities as planned within the classroom or with groups of students including administration of baseline tests.
- To display and present student's work.
- Responsibility for visual aids.
- To prepare and organise teaching resources including the checking and maintaining of classroom equipment and materials including control of stock within the classroom.
- To prepare resources for lessons and activities.
- Assistance with the physical manipulation of objects and equipment.
- General supervision, counselling and discipline of students and students, within the procedures of the school.
- To assist the teacher in liaising with parents and professionals.
- To assist at an appropriate level with the provision of general care and welfare of students including:
  - (i) assistance with the personal hygiene routine, e.g. toilet training, changing of incontinent students, dressing and undressing;
  - (ii) the changing of soiled clothing including its disposal in the appropriate way;
  - (iii) assisting with student's injuries and where qualified, administering basic first aid;
  - (iv) (following consultation and agreement) to assist with the administering of medicines under the direction of the appropriate medical staff;
  - (v) to assist with the identification and monitoring of student's general health and welfare.
- Helping the teacher with tasks.
- Hearing students read.

- Supporting students to be independent by helping them with tasks.
- Answering questions from students.
- Providing support for the Literacy and Numeracy Strategies.
- Giving spelling exercises if appropriate to the needs of the students.
- Assisting with supervision of students within the school.
- Assisting the student to access the normal routines of the classroom.
- Preparation or modification of the work for the child under the direction of the class teacher, and supporting the child in carrying out this work.
- Assisting in the implementation of programmes designed by other professionals such as educational psychologists, and speech and language therapists.
- To contribute to meetings to discuss the specific child's progress.
- Assist with the provision of general care and welfare to students and to be mindful of the need to maintain a safe environment at all times.
- Adhering to and maintaining school routine and codes of conduct.
- Supporting the ethos of the school.
- To assist with the support of group activities within and away from the classroom, i.e. P.E., swimming, educational visits.
- To ensure that students are able to safely use equipment and materials provided and be aware of the range of resources available.
- Promote student independence in learning, and reinforcing the student's self-esteem through praise and encouragement.
- Assisting with the promotion of independence activities and mobility skills.
- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.
- The ability to support pupils/respond to parents through fluent and accurately spoken English.
- All staff at NWHS are committed to safeguarding and promoting the welfare of children.

**Contacts:**

In all contacts the post holder will be required to present a good image of the School and the County Council as well as maintaining constructive relationships.

**Notes:**

- The Governing Body reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.
- The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Council's Equal Opportunities Policy.