

# **JOB DESCRIPTION**

Form JD1

JOB (TA2		E: Teach	ning Assistant 2	POST NUMBER: E4063112		
REP	ORTS	S TO (Job	Title):	Head of Learning Support		
DEPARTMENT: Schools				GRADE: 4		
<b>JE REF</b> : 0106			0106	PANEL DATE:	300108	
1.	MAI	MAIN PURPOSE OF JOB				
	supp	work under the direction of the teacher to undertake work, care and pport programmes, to enable access to learning for pupils and to sist the teacher in the management of pupils.				
2.	COF	RE RESPONSIBILITIES, TASKS & DUTIES:				
	. <u></u>	member work and small gro	nder the direction of of the school's Senion tasks set by the teach oups of pupils as direct guidance.	or Management Tea acher. Works with in	nm to carry out dividual pupils or	
	ii.	Carries of to use of by application	out work pre-planned wn initiative to enable cation of specific skil ipils within the guide	e pupils to access th ls, knowledge and e	ne learning activity xperience with and	
	iii.	Carries out work planned and prepared by the teacher and in accordance with the teacher's instructions. May be required to adapt work/activities as directed by the teacher.				
	iv.	Assists t	he teacher and work m and resources for adapting work and ac	s as directed in prep planned work to tak	e place. May	
	V.	providing	with assessment and g feedback to the tea s and problems.			
	vi.	Assists v teacher.	with record keeping of	on pupil progress as	directed by the	
	vii.		rith other adults involute by the teacher.	ved in the education	process as	
	viii.	parents	in meetings with oth regarding pupils in a nally lead on such ma	support capacity to		

	ix.	Supports colleagues across the school staff as directed by the teacher, SENCO or Senior Management Team by application of any specific skills, experience and knowledge in relation to pupils and the curriculum, and to include routine administrative and clerical tasks.				
	X.	Accompanies other staff on school visits and in other activities outside of the classroom and has responsibility for specific pupils or small groups as directed by the teacher.				
	xi.	Follows all school policies and procedures, in particular: School's Health, Safety and Security Policy, Child Protection Policy, Behaviour Management Policy, Inclusion Policy, Equalities Policy and Data Protection Policy				
	xii.	Participates as required in the school's performance management and supervision systems and take part in appropriate training and development activities				
	xiii.	Makes appropriate use of ICT and adhere to policies relating to it, within their work in line with the school's systems of working				
	xiv.	May be given specific areas of responsibility within the school that are appropriate to specific skills, knowledge and experience, for example in maintaining curriculum resources in a given subject area, preparing displays etc.				
	XV.	Contributes to the overall ethos, work and aims of the school				
3.	SUF	SUPERVISION / MANAGEMENT OF PEOPLE				
	No.	lo. reporting – Direct: 0 Indirect: 0				
4.	CRE	CREATIVITY & INNOVATION				
		times by making adjustments to supervised activities.  Monitors and is responsive to pupils' personal needs and communication.  Under the direction of the class teacher communicates effectively with teachers, other professionals and parents whenever the need arises and recognises the need to communicate.				
5.	CONTACTS & RELATIONSHIPS					
		<ul> <li>Internal Contributes to the teacher's planning, teaching and assessment of the curriculum - daily. Enables pupils' access to the planned curriculum and meets personal and social needs – daily. Takes part in departmental or whole school meetings as required. Works in collaboration with other support staff - daily.</li> </ul>				

• **External** Provides information about pupils' progress, strategies eg inclusion programmes.

# 6. **DECISIONS – discretion and consequences**

- Takes action to meet pupils' needs as they arise to avoid undue physical or mental stress.
- Communicates information effectively to teachers, other professionals and parents whenever the need arises.
- Recognises when it is necessary to make adjustments to planned activities in order to enable a pupil to access the curriculum fully and make progress and discusses these with class teacher.

#### 7. RESOURCES

None

### 8. WORK ENVIRONMENT -

#### Work demands

 Under the direction of the class teacher need to implement activities in lessons within school hours as directed. Work may be subject to some change and interruption eg unplanned absences of staff and children, unexpected visits by parents and professionals.

# **Physical demands**

 Involves mainly sitting with pupils but may have sustained periods of physical activity, involving bending, crouching, lifting, walking and running eg PE lessons, when meeting pupils' personal care needs, physical interventions with pupils, moving children with physical disabilities, following approved procedures.

## Working conditions

 Majority of work takes place in classroom environment, may be involved in outside activities eg supervision of playground, sports field activities, off-site educational activities in all weather conditions as required.

## **Work context**

- Risk of verbal abuse and physical harm from a minority of pupils and who behave aggressively.
- Risk of injury from moving and handling pupils.
- Risk of exposure to bodily fluids when assisting incontinent children with their personal hygiene.
- Risk of infection when dealing with unwell children.

#### 9. KNOWLEDGE & SKILLS

- Communication skills
- Time management and organisational skills
- Literacy and numeracy skills
- ICT capability
- Knowledge of normal child development and children's personal

development needs

- Knowledge of strategies which promote good behaviour and discipline
- Ability to participate fully in planned physical interventions, in pupil
  personal care routines and in moving and handling pupils with
  physical disabilities safely, using appropriate mechanical and
  other lifting devices, following recognised procedures.

