

Job Specification

Job Title: Teaching assistant (Special Schools/Provisions)

Grade: 5

Job Evaluation Code: GS5535-002

Reporting to: Supervision Activities
Relating to Teaching and Learning-
Classroom Teacher

Line Management- Assistant
Headteacher, SENCo, Headteacher

Manager's Grade:

**Service Area: Special
Schools/Provisions**

Service Directorate: Children & Young
People

Workstyle: Work place based

Overall Purpose of the Post:

Under the direction and supervision of a Teacher or Line Manager (Key Stage facilitator or SENCo) to provide particular support for individual pupils with special educational and complex and continuing health care ensuring their safety and access to learning activities. Integration into next education provision.

Requirements for the post.

	Essential	Desirable
Qualifications/ Training	Level 2 Numeracy/ Literacy or willingness to work towards this	Supporting Pupils with S.E.N. L3 Or Supporting Teaching and Learning in Schools Level 3
Knowledge	Willingness to undertake training and development in identified areas of need (i.e. assessing when suctioning is required and carrying out suction via tracheostomy, enteral feeding, administering oxygen, ventilation, emergency removal and replacement of a tracheostomy, assessing respiratory effort, basic life support, physiotherapy exercises). Ability to administer medication and other medical procedures.	Use of Technology e.g. ICT. Child Protection issues Health, Safety & Security issues. Data Protection issues Appropriate knowledge of first aid. Training in Moving and Handling. Team Teach training
Experience	Working with or caring for children.	Previous experience within a school/Special School environment working with pupils with SEN, physical difficulties and/or complex health needs.
Physical Skills		Able to support students in different locations, on the floor etc for sustained periods of time.
Competencies and other skills required	Good communication and interpersonal skills. The ability to relate well with children with special educational needs. The ability to work with adults. The ability to work as a member of a team. Basic computer/keyboard skills. Ability to use own initiative and identify when assistance is required.	

	To carry out required training for undertaking of the role.	
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Key Outcomes/ Activities

- To carry out medical procedures including administering medication, undertaking specialist feeding programmes, assessing when suctioning is required and carrying out suctioning procedures, emergency tracheostomy procedures including removal and replacement, administering oxygen, ventilation, basic life support, assessing respiratory effort. (These duties are to be undertaken following appropriate training).
- The ability to remain emotionally resilient when working with pupils with a range of needs, including life threatening health needs
- To provide particular support for individual pupils with special educational and complex health care needs (including tracheostomy) assisting with their learning activities, providing supervision and care.
- To assist with the personal needs of pupils including social, health, physical, hygiene, first aid and welfare matters. This includes toileting, feeding and positioning.
- To prepare the classroom and resources for the pupil as directed for lessons and to clear afterwards.
- To assist with the display of work.
- To report to the teacher or line manager any pupil problems or behavioural difficulties in accordance with school policy.
- To report to the teacher or line manager on pupil progress and achievements in accordance with school policy.
- To assist the teacher or the line manager by contributing as directed to a pupils' individual behaviour/education plan.
- To provide or gather accurate routine information to or from parents/carers under the direction of the teacher or line manager.
- To provide general support with learning activities appropriate to age and ability, to enable pupils to understand instructions and to ensure they remain on task.
- To assist with the daily maintenance of equipment (including medical equipment) and resources through appropriate cleaning and storage.
- To assist pupils in using resources e.g. ICT.
- To assist with the supervision of the pupil outside of lesson times, including before and after school and at lunchtimes. These duties shall be undertaken within the post holder's contractual hours.
- To participate in school visits, assisting with activities as required.
- Promote health and safety of children and of care givers, contributing to the implementation of risk assessments to ensure safety within the environment. To identify and report changes that may increase risk to children and carers.

- Promote and adhere to a healthy safeguarding culture of open and transparent working, following policy and practice at all times, ensuring safeguarding is at the heart of everything you do and every action is in the best interests of the pupil.
- To undertake routine clerical duties including bulk photocopying and collecting monies.
- Other duties commensurate with the grade of the post as directed by the Headteacher

The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

Responsibility for Resources
Employees (Supervision): None
Financial: None
Physical: Effective use and daily maintenance of medical equipment, learning materials and resources including cleaning and appropriate storage.
Service Users: The post involves consistent and direct impact on the well being of pupils through undertaking tasks or duties related to the post.

Working Conditions:
The post holder may be subject to some exposure to disagreeable or unpleasant people related behaviour.
The post involves contact with people which through their medical circumstances or behaviour places significant emotional demands on post holder.
The nature of the post may involve periodic requirements for considerable effort, e.g. lifting or carrying of children, working on the floor.

Characteristics of the post:
The ability to occasionally attend meetings as required by the Headteacher/Line Manager.
To undertake relevant additional training to enhance knowledge and skills to fulfil the duties and responsibilities of the role.
All employees of a school have a responsibility for promoting and safeguarding the welfare of children and young people.
The employment checks are required:
<ul style="list-style-type: none"> • Evidence of entitlement to work in the U.K. • Childcare Disqualification Declaration (where applicable) • Evidence of essential qualifications – see page 1 of this job specification • Two satisfactory references • Confirmation of medical fitness for employment • Registration with appropriate bodies (where applicable)
The following employment checks are required for those positions which are based in a school or working with vulnerable young people and adults:
Evidence of a satisfactory safeguarding check e.g. An Enhanced DBS Disclosure

Date completed: 08/03/2024
