

Springhallow School

Teaching Assistant

Job Title:	Teaching Assistant	Ealing GLPC	Scale 6
School:	Springhallow School / Springhallow P16	Grade:	
Line Manager:	Class teacher	Post No:	
Supervisory Responsibility:	None, apart from assisting in work familiarisation of new members of staff.		
Hours:	32.5, 8.30am to 3.30pm		

Main Purposes of the Job

- To work under the specific supervision, instruction and guidance of the class teacher to support the teaching and learning activities in the classroom with pupils who have complex needs and multi barriers to learning.
 - To provide general support to the class teacher in the organisation and management of pupils and the classroom ensuring the appropriate support for each pupil dependant on their individual planned needs.
 - To assist the teacher in creating and maintaining a purposeful, orderly and supportive learning environment for all pupils particularly helping to overcome multi barriers to learning including physical, emotional and behavioural difficulties.
 - To promote the inclusion of all pupils, ensuring they have equal access to opportunities to learn and develop.
 - To be responsible for promoting and safeguarding the welfare of children and young people within the school.
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Main Responsibilities and Tasks

Support for Pupils

1. Under the specific supervision of the class teacher, to work with individuals and groups of pupils to deliver learning programmes taking into account SEN additional requirements.
2. To encourage pupils to interact with others and engage in activities led by the teacher, which may include participating in physical activities with the pupils.
3. To have a knowledge of complex special needs and being able to use appropriate programmes such as Makaton, PECS and Team Teach.
4. To recognise that pupils may have communication difficulties and be able to use alternative communication techniques if required.
5. Working closely with other professionals and following their designed programme for individual pupil's i.e. occupational health, speech therapists and physiotherapists.
6. To assist with the general pastoral care of the pupils, including helping pupils who are unwell distressed or unsettled and have emotional and behavioural difficulties.
7. To assist the pupils with personal care needs which may include social, health, hygiene and welfare matters. This could include the changing of soiled clothing, implementing agreed local manual handling procedures and following a programme for prescribed medication under agreed guidance.

Support for the Teacher

8. To prepare and maintain basic classroom resources and equipment as directed by the class teacher and assist the pupils in their use.

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9. To prepare the classroom as directed for lessons, ensuring that resources are available and cleared away at the end of the lesson as appropriate.
10. To provide regular feedback to teachers and to other professionals on pupils' achievement and progress.
11. To provide feedback on pupils in relation to progress and achievement under guidance of the teacher. This may include feedback on pupil progress in meeting Individual Education Plan (IEP) targets.
12. To contribute to the assessment and marking of pupils' work in line with the school's marking policy.
13. To be aware of the planning of work and activities.
14. To provide general clerical support to the teacher, e.g. photocopying, laminating, and filing as required.

Support for the School

15. To be aware of and comply with policies and procedures relating to child protection, health, safety and security, SEN/Inclusion and data protection, reporting all concerns to the appropriate named person.
16. To assist with the supervision of pupils out of lesson time but during the school day, within contracted hours as necessary for their safety.
17. To work in an environment where there is a varied intensity of demands from the pupils and where physical intervention may be needed to ensure the safety of the child or others.
18. To plan, prepare and accompany teaching staff and pupils on visits, trips and out of school activities within contracted hours as required
19. To assist with the general pastoral care of pupils, including helping pupils who are unwell, distressed or unsettled and those experiencing emotional and behavioural difficulties.
20. To attend relevant meetings and participate in training opportunities and professional development as required.
21. To attend relevant meetings and participate in relevant training and performance development as required
22. To adhere to school health and safety policy including risk assessment and safety systems
23. To adhere to school policy on equality and diversity

Support for the Curriculum

24. To assist with the delivery of the Primary or Secondary National Strategies Literacy, numeracy and ICT) and to support their use in learning activities.
25. To undertake broadly similar duties commensurate with the level of the post as required by the head teacher

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed annually.

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Signatures – Line Manager and Job Holder

Signature of Manager:

Date: / /

Signature of Post Holder:

Date: / /
