JOB DESCRIPTION

Linwood School

**Post Title: Teaching Assistant – BSL Level 2**

**Reporting to: Class Teacher**

**BCP Band E Spine points 7 - 11**

**Salary Range £20,092 - £21,748 FTE See advert for actual salary for 30 hpw**

## 1. Job Purpose & Objectives

* Provide focussed support for pupils with additional learning needs as agreed by the teacher and other professionals.
* Establish positive working relationships with all pupils and specifically work 1:1 with student in class.
* Assist the pupils to achieve by maintaining a safe working environment with due regard to the

particular needs of individual pupils and school policies.

* Attend to the individual medical and personal care needs of the pupil as directed and to promote the

wellbeing of all pupils at all times.

* Follow safeguarding policies and procedures, reporting concerns to the Designated Safeguarding Lead or using MyConcern.
* Follow the Staff Code of Conduct to maintain and promote good conduct and professionalism at all times.
* Be aware of and follow all school policies and procedures at all times.
* Assist with:
* Maintenance of equipment and resources
* Administrative support, such as photocopying, laminating, filing
* Displaying work as directed by the teacher
* Attend regular in-house and off site training to enhance professional skills and knowledge base.
* Engage fully with the Teaching Assistant appraisal process.
* Play an active role in all class team meetings and act on decisions and agreed processes.

## 2. Main Duties & Responsibilities

### Supporting Pupils’ Learning

Working under the direction of the teacher and as a member of a staff team:

* Set out learning resources and materials in order that individual pupils have the necessary aids and resources to enable them to fully participate.
* Assist pupils with the learning activities, seeking assistance from the teacher where there are difficulties and provide feedback/information to the teacher on how the activity went.
* Assist pupils with activities that develop communication, literacy, numeracy and ICT skills taking Personalised Learning Plans into account.
* Provide support to individuals and small groups in achieving learning objectives.
* Assist and encourage the pupils to remain on task.
* Clean and tidy equipment, reporting any damages/loss.
* Support individuals and small groups with activities beyond the classroom environment (e.g. use of the sensory room, shopping trips).
* Escort and supervise pupils with out of school activities taking into account that breaks may not conform to the usual school pattern on such days.

### Supporting Pupils Well Being, Physical and Medical Needs

Working under the direction of the teacher, other professionals and as a member of a staff team:

* Work within an established behaviour policy to manage behaviour constructively and be a good role model for all pupils and staff.
* Support pupils’ emotional and social development.
* Provide personal care for pupils across a wide age range in line with school policy and following individual care plans.
* Implement therapy programmes supported by class teacher and other professionals, e.g. physiotherapy, occupational therapy, sensory diets, speech and language therapy.
* Provide appropriate medical treatmentfollowing individual care plans. including applying creams, administering medication, changing colostomy bags and other specialist care as appropriate to individual needs, including advice on menstrual issues.
* Complete epilepsy training including the safe administration of medication and follow epilepsy care plans to meet the needs of individual pupils.

### Support pupils with their eating and drinking as appropriate to individual needs following individual care plans.

* Be responsible for behaviour and supervision during playground duty and support the pupils to engage in play activities and appropriate interactions.
* Have regard for the health and safety of pupils at all times, giving consideration to the specific needs of individual pupils.
* Apply appropriate lifting and handling techniques.
* Promote the development of independence for pupils.
* Report accidents/incidents in line with school policy.
* Check the availability and location of safety equipment.

## 3. Communication/Contacts

Support positive home/school communication.

## 4. Career/Salary Progression linked to this post

* Career progression opportunities exist by way of application to Higher Level Teaching Assistant roles as and when these become available.