



## Job Description *Teaching Assistant (Scale 3) - Centre*

This post is directly responsible to Class Teachers / Lead Teacher of the Deaf.

### **KEY PRIORITIES**

- To work with the Class Teachers/ToD to support **OUTSTANDING** progress for all pupils.
- To follow the school's behaviour policy to promote excellent learning behaviours for all pupils.
- To support Class Teachers/ToD to ensure classroom environments provide **OUTSTANDING** support for all pupils.
- To support Class Teachers/ToD to ensure high quality resources are available for all learners.
- To ensure our school provides equal opportunities in all aspects of its work including the integration of pupils in our Centre for the Deaf.

### **MAIN RESPONSIBILITIES**

#### **SUPPORTING LEARNING**

- Work with individuals and small groups on specific activities under the guidance of the Teacher, ToD and/or other lead person.
- Interpret lessons into BSL, breaking down the language to match individual children's needs.
- Deliver specialised interventions for children to meet individual targets.
- Assist with work programmes and written observations and records on individual's progress.
- Assist Class Teachers / ToD with supporting pupils' individual education plans, both indoors and outdoors.
- Assist in the preparation of the classroom, resources, equipment and computers for use by pupils.
- Support pupils in physical activities (PE, Drama etc) as required.

#### **MANAGING BEHAVIOUR**

- Motivate and support pupil(s) to remain on task and complete work in a focused way (following the school's behavior policy).
- Accompany and support pupil(s) on outings from school as necessary.

#### **COMMUNICATION**

- Share information about pupils' personal and educational needs to the Class Teacher and other staff as appropriate.
- Be proactive in having up to date knowledge of school communication information.
- Contribute to team meetings and review meetings as directed by the Class Teacher / ToD.
- Communicate effectively with the class teacher / ToD on a daily basis

#### **SUPPORTING PUPIL WELFARE**

- Provide personal care and assistance for pupils who require such support. This may include assisting with oral and personal hygiene including changing nappies/pads and facilitating incontinence programmes, feeding or assisting with feeding pupils safely and hygienically, and supporting pupils during break and lunch times as appropriate.
- Attend to minor accidents at school, where appropriate training has been given, and supervising unwell children at the direction of the Head Teacher, Deputy or Assistant Heads.
- Follow the school safeguarding policy to ensure all pupils are kept safe both in school and beyond school.
- Maintain the health and safety of pupils and colleagues in the school by assisting in maintaining a clean and tidy environment and reporting any hazards that cannot be dealt with.

#### **DEVELOPING SELF**

- Undertake training and attend INSET days in accordance with contractual requirements.
- Take an active role in own performance management.

#### **OTHER DUTIES**

- Follow the School's Equal Opportunities policies.
- Maintain confidentiality and observe data protection and associated guidelines.
- Assisting with any other duties of a similar level or responsibility as required by the Head Teacher, Deputy or Assistant Heads.

Signed (member of staff): \_\_\_\_\_ Date: \_\_\_\_\_