



Rainhill St Ann's CE Primary School
View Road, Rainhill, Merseyside, L35 OLQ
Tel 0151 426 5869, www.rainhillstanns.co.uk
Twitter: [@StAnnsRainhill](https://twitter.com/StAnnsRainhill)
Headteacher: Mrs Laura Rynn



Together, we aim high; with God's love, we can fly

Post title	Therapeutic Teaching Assistant (Level 2)
School:	St Ann's Church of England Primary School
Salary and range:	SCP 2 - 3
Line manager:	Headteacher & Family Support Worker

Main purpose of the job

To work alongside the Senior Leadership Team and Family Support Worker, supporting the work of the school in the areas of behaviour, safeguarding and attendance, and leading on the delivery of therapeutic interventions to pupils across the school.

Duties and Responsibilities:

1. SUPPORT FOR THE PUPIL

- Establish good working relationships with pupils, acting as a role model and setting high expectations
- Provide consistent support to all pupils, responding appropriately to individual pupil needs
- Assist with the development and implementation of Individual Support Plans and Therapeutic intervention plans
- Promote inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Promote self-esteem and independence, employing strategies to recognise and reward achievement within established school procedure
- Provide feedback to pupils in relation to progress and achievement under the guidance and direction of the teacher
- Use specialist (curricular/learning) skills/training/experience to support pupils
- Assist in the administering of routine and emergency medication
- Assist in the planning, implementation, assessing, recording and reporting in relation to personal care and independence programmes
- Assist with the carrying out of therapy and medical programmes that have been designed and monitored by therapy and medical staff
- Provide one-to-one support for pupils in either a care/special needs capacity as and when required
- Support playtimes and lunchtimes as necessary e.g. individuals/ groups or lead on a club



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2. SUPPORT FOR SENIOR LEADERSHIP TEAM & FAMILY SUPPORT WORKER

- Communicate work set by the teacher to the pupils
- Work under the direction of the lead teacher/organiser when accompanying staff on school visits
- Provide clerical/administration support (e.g. photocopying, typing, filing, collecting money etc.)
- Assist with the display of children's work
- Establish and maintain an appropriate learning environment under the supervision of the Senior Leadership Team and Family Support Worker
- Develop therapeutic plans and deliver appropriate activities to support these plans
- Assess, record and report in relation to therapeutic intervention plans
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives set by the teacher.
- Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress, wellbeing and other matters, ensuring the availability of appropriate evidence
- Be responsible for keeping and updating records in agreed format with the Senior Leadership Team and Family Support Worker, contributing to reviews of systems/records as requested
- Administer and assess routine tests and accurately record achievement/progress
- Promote positive values attitudes and good pupil behaviour, dealing promptly with conflict and incidents and encouraging pupils to take responsibility for their own behaviour in line with established school policy
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within role/responsibility and participate in feedback sessions/meetings with parents under teacher's supervision

3. SUPPORT FOR THE CURRICULUM

- Support the delivery of agreed activities/learning programmes for therapeutic interventions, adjusting activities according to pupil learning styles and individual needs
- Support the use of ICT in activities and develop pupils' competence and independence in its use
- Assist pupils to access learning activities through specialist support e.g. curriculum/SEN specialism
- Determine the need for, prepare and maintain levels of general and specialist equipment and resources

4. SUPPORT FOR THE SCHOOL

- Be aware of and comply with school policies and procedures relating to child protection, pupil behaviour and discipline, health and safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned)
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the school ethos, aims and development/improvement plan



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- Attend and participate in regular meetings as appropriate
 - Participate in training and other learning activities as required
 - Establish own best practice and use to support others
 - Assist with the planning of opportunities for pupils to learn in out-of-school contexts, according to school policies and procedures and within working hours
 - Accompany teaching staff and pupils on visits, trips and out of school activities as required
5. High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements
 6. To be responsible for improving your own practice through observation, evaluation and discussion
 7. To comply with the Data Protection Act and School policies and procedures
 8. The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.
 9. To comply with the School's Health and Safety Policy and associated safe working procedures and guidelines.
 10. To comply with the School's Comprehensive Equality Policy and to ensure that it is implemented within the service area of the post.
 11. To comply with the School's Data Protection Policy and Code of Practice within the service area of the post.

The post is subject to Enhanced Disclosure.

Note

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.

The details contained within this job description reflect the principal responsibilities and tasks of the job at the date it was prepared, and are not intended to be exhaustive. However it is inevitable that, over time, the nature of the job may change. The need for flexibility, accountability and team working is required. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's grade and whenever reasonably instructed. The Trust will revise this job description from time to time and will consult the post holder/s at the appropriate time.