

JOB DESCRIPTION

TEACHING ASSISTANT

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Job Summary

To take responsibility for the safeguarding of children and promotion of children's welfare.

Providing support to class teachers in supporting progress and facilitating Learning and assisting pupils (1:1 or in groups) across a wide range of subjects and activities, promoting the educational, physical, and mental welfare of pupils and contributing to the administrative support of the school. Being confident to work in a school where students face significant medical challenges yet never ceasing to lower ambition or expectation is a critical part of this role.

Principal accountabilities

- 1) Supporting pupils' learning within the classroom or in small groups under the direction of the teacher.
- 2) Contributing to the safety of the site and the wellbeing and safety of students
- 3) Being enthusiastic about taking part in everything from PE to Mathematics
- 4) Assisting in the preparation and maintenance of learning materials and the classroom environment.
- 5) Supervising and monitoring pupils at breaktimes and at entry and exit times.
- 6) Supporting pupils through effective liaison with the hospital's teams.
- 7) You may also be asked to support in other parts of the school that need support, particularly administration tasks.
- 8) Working professionally in a small team
- 9) Enthusiasm for working with young people.

Job Content

Main duties and responsibilities are indicated here. Other duties of an appropriate level and nature will also be required.

- Supporting pupils, including those with special educational needs or in small groups, assisting in implementing individual education and safety plans designed by teaching staff.
- Ensuring that students are empowered and supported to learn but that work is not done for them.

- Supporting pupils' learning within the classroom under the direction of the teacher, including:
- Assisting with intervention and activities including reading, word and number games, art and craft activities, and science activities.
- Providing unobtrusive guidance and support to enable pupils to find answers to questions and tasks set, using knowledge of each pupil's differing levels of development and ability to ensure progression and continuity.
- Keeping/contributing to records of pupil support in line with school policy.
- Administering learning assessments under the supervision of teaching staff.
- Liaising with pupils' home schools to support their reintegration.
- Liaising with other professionals, e.g., social workers, psychologists, health professionals etc.
- Preparing for and clearing up activities for and with the pupils.
- Assisting in the management of pupils showing socially unacceptable or challenging behaviour under the direction of guidelines in operation at the school.
- Assisting pupils with mobility difficulties.
- Occasional classroom supervision to cover an emergency.

Assisting in the preparation and maintenance of learning materials and the classroom environment, including:

- Mounting pupils' work and preparing displays.
- Repairing books and apparatus, ensuring any equipment is properly assembled and safe to use.
- Maintaining classroom resource areas, plants and animals etc.
- Assisting in the preparation of teaching materials including photocopying.
- Checking that audiovisual equipment is available and ready to use, e.g., tapes, videos and DVDs.
- To undertake, following training, some of the more routine aspects of IT system maintenance across the school
- Keeping cupboards tidy, throwing out old stock and advising when new stock is required.

Supervising and monitoring pupils in class activities:

- Encouraging pupils to play games, initiating and joining in, as necessary.
- Encouraging pupils to include other pupils in their games.
- Ensuring pupils are always supervised and safe, discouraging any potentially hazardous activities.
- Helping pupils to avoid arguments and fights, assisting pupils to sort out their disagreements by talking and listening to one another.

- Listening to pupils' worries and concerns, comforting/referring to appropriate person if necessary.
- To give comfort and care to pupils who are distressed whilst maintaining appropriate physical and emotional boundaries.
- To provide general basic clerical and administrative support/cover, e.g., updating pupils' records, files and registers, stock checking and ordering, assisting in the library etc.
- Following the school's Child Protection and Safeguarding policy and procedures.
- Taking part and following the outcome of any risk assessments.

Job Context

Reports to:	The classteacher and ultimately the headteacher.
Supervises:	None but may be occasionally required to assist in showing newer staff what the procedures are.
Contacts:	Headteacher, school business manager, Pastoral Manager, other support staff, teaching staff, pupils and their parents/carers, school governors, LA personnel, visitors.
Financial responsibilities:	None

Key Organisational Objectives:

The postholder will contribute to the school's objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives.
- At all times operating within the school's Equal Opportunities framework.
- Commitment and contribution to improving standards for pupils within the school as appropriate.
- Contributing to the maintenance of a caring and stimulating environment for pupils.

Conditions of Service:

The trust observe the NJC Green book terms and conditions and reserve the right to deviate from them for operational and business reasons.

Special Conditions of Service:

The postholder may be required to work outside normal hours on occasion, with due notice.

The postholder may have the opportunity, if suitable, to undertake supported training and assessment for the role of higher-level teaching assistant.

Because of the virtue of the post candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form, and we are expected to disclose such information at the appointment interview.

Because this post allows substantial access to children, candidates are required to comply with Departmental procedures in relation to police checks. If candidates are successful in their application, prior to taking up the post, they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding and convictions against them and, as appropriate, the nature of such convictions.