

Teaching Assistant Job Description

Job title:	Teaching Assistant
Responsible to:	The Headteacher, Local Governing Body, Propeller Academy Trust Directors
Purpose:	To provide support to the teacher in the delivery of the appropriate curriculum to our pupils To enable pupils and their parents/carers to make the most effective use of the educational opportunities offered

Duties and responsibilities may include all or any of the following:

- Prepare the classroom for pupil's activities as directed by the class teacher
 - tidy and clear away, clean equipment and contribute to displays in order to help maintain an ordered and attractive classroom
- Greet and settle pupils at beginning of the day
- Escort pupils to and from the transport
- Work with pupils and assisting teacher with classroom activities
- Support the teacher with observation of pupil progress, record keeping and contribute to Annual Review reports
- Be acquainted with and support pupils to work towards the aims and objectives set for individual pupils e.g. ILPs/Speech and Language Therapy/Physio/OT Programmes/EHCP
- Support pupils with their social and emotional development
- Take responsibility for the class or a group of pupils, with guidance from the class teacher, due to the short-term absence of a teacher e.g. while the teacher is attending an annual review, parents meeting etc
- Provide support to supply teachers as necessary
- Develop ICT skills to enable pupils to access computer programs and other technology
- Help with a range of activities on and off site e.g. swimming, visits, shopping, horse-riding, PE
- Be committed to working with pupils with special needs with a wide range of learning difficulties including Autism, PMLD, sensory impairment and challenging behaviours
- Work as part of a team in managing pupil's behaviour by following and adhering to their Behaviour Management Plan and school policies; this may include using positive handling Techniques e.g. Team Teach
- Use signing and other communication systems to a level sufficient to meet the needs of pupils with whom you work
- Supervise pupils indoors and outdoors including implementing safe practices according to the school's guidelines.
- Provide personal care of pupils - this may include changing nappies/pads, using a catheter and using an overhead hoist for non-ambulant pupils
- Assist with the development of eating skills (this may include gastrostomy feeds) and other self-help and independence skills e.g. dressing
- Move and hoist pupils, carry out exercise programmes (land or water based), move pupils from a wheelchair to a piece of equipment and / or to the floor as advised by the Physiotherapist or Occupational Therapist
- Share the responsibility for the school's health & safety and safeguarding of pupils at all times by following the school's procedures
- Administer medication or carry out complex care procedures in line with shared care protocols by following training delivered by the school nurse
- Operate a tail-lift in the school minibus, move seats in and out of the minibus, using specialised fixings for wheelchairs and using seat belts accordingly

- Attend in-service training after school, whole school inset days, parent meetings and staff meetings as and when required.
- Maintain good working relationships and co-operate with parents/carers, professionals, other agencies and colleagues, providing feedback as and when required.
- Communicate any concerns through the appropriate channels and playing an active part in the team by participating in decision making as appropriate.
- Maintain confidentiality about pupils and their families
- Contribute to the development and improvement of classroom practice and organisation
- Use ICT packages to report important communication with parents/carers
- Use home school diaries to communicate with parents/carers
- Follow the agreed Kingfisher code of conduct
- Work with pupil in classes across the school and trust

In addition to all Academy employees having a legal duty under the Health and Safety at Work Act and the Management of Health and Safety at Work Regulations to take care of their own health and safety, and that of their fellow employees, they also have a responsibility to students and to co-operate with the Academy to enable this policy to be successfully implemented.