

Job Description: Teaching Assistant

The Propeller Academy Trust is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race (including colour, nationality, ethnic or national origin), religion or belief, sexual orientation, gender reassignment, pregnancy or maternity, age, disability, marriage, or civil partnership.

Main purpose

To assist and support the teaching staff in the implementation of the National, Developmental and School Curriculum. To be a positive member of the school team under the leadership of the Headteacher. To enable children and their parents to make the most effective use of the educational opportunities offered.

Supporting the Pupil

- Drawing on knowledge of normal child development and various forms of special needs, to develop an understanding of the special needs of the child/ren concerned
- To aid the child/ren to learn as effectively as possible both in group situations and on his/her own by, for example
 - clearly explaining instruction
 - ensuring child is able to use equipment and material provided
 - motivating and encouraging child
 - assisting in weak areas e.g., language, reading, spelling, handwriting
 - helping pupils to stay on task and finish work
 - meeting physical needs as required whilst encouraging independence
 - liaising with class teacher in devising learning activities
- To support with the child/rens care by:
 - Helping with toileting and social skills
 - Where appropriate help with medical care
 - Help with feeding the children (this may include gastrostomy feeds) and the teaching of independent skills
 - Supervision of children indoors and outdoors including the implementation of safe practices in line with the H&S Policy
 - Encourage and support with teeth cleaning, washing, bathing or hair washing.
 - Washing of soiled or wet clothes, towels etc
- Help with swimming, outings, shopping, horse-riding, PE, swimming including teaching of appropriate behaviour
- To learn and consistently use signing and other communication systems to a level sufficient to meet the needs of pupils with whom you work.
- To be committed to working with pupils with special needs (3-19 years) with a wide range of learning difficulties including Autism, PMLD, sensory impairment and challenging behaviours.
- To develop methods of promoting/reinforcing child/ren's self-esteem
- Be aware of safeguarding children procedures
- To assist with the care of sick child/ren. After appropriate training, additional tasks may include:

- administering medication or carrying complex care procedures in line with shared care protocols
- driving the Minibus and / or operating a tail-lift in the school minibus and use specialised fixings for wheelchairs and use seat belts accordingly
- Lifeguard

Supporting the Teacher

- Monitor and maintain an accurate record of pupil attend To support and complement the role of the teacher
- To assist, with class teacher (and other professionals as appropriate), in the development of a suitable programme for individuals or groups
- Be acquainted with and work towards the aims and objectives set for individual pupils e.g. IEP's, SALT / Physio / OT Programmes, class, department, and school
- To follow the class timetable and the teacher's planning documentation
- To take groups/individuals for specific tasks, i.e. storytelling, music, art/craft, as directed by the teacher
- To supervise, in conjunction with the teacher, child/ren on school outings
- To be responsible for groups/individuals on activities within the community, e.g., shopping
- To take responsibility for the class due to the short-term absence of a teacher attending an annual review, parents meeting etc
- To support a supply teacher covering for the class
- To be responsible for continuing programmes of speech or physiotherapy instigated by the therapist in conjunction with the teacher
- To work as part of a team in managing pupil's behaviour by following and adhering to a child's Behaviour Management Plan and school policies; this may include using Physical Intervention Techniques according to Team Teach
- To help in the development and keeping of pupil records
- To help develop clear lines of communication and opportunities for discussion with the class teacher
- To provide regular feedback about a child
- To participate in all aspects of evaluation within the class
- To ensure that materials and equipment are readily available for use and maintained and stored after use
- To help provide a suitably stimulating environment taking into account health & safety

Supporting the School

- To help with the writing of the home-school notebook
- To liaise, advise and consult with other members of the school who support a child
- To discharge all duties: early morning, break, dinner, and taxi duties as directed
- To be involved in general aspects of school: class displays, hall displays, school functions
- To contribute to the reviews of pupils' progress
- To attend parent meetings once a year
- To attend relevant staff meetings and in-service training after school or whole school inset days as and when required

- To maintain an up-to-date awareness of school policies and procedures
- Participate in training and other learning activities and performance development as required.
- To maintain confidentiality at all times
- To maintain a good working relationship and co-operate with parents, professionals, other agencies, colleagues and provide feedback as and when required
- Any other tasks as directed by the Headteacher which fall within the scope of the post
- Take appropriate responsibility for one's own health, safety and welfare and the health and safety of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally adopted policies; including taking responsibility for raising concerns with an appropriate manager

Safeguarding

- The school Administration Officer will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

Other areas of responsibility

- Read and follow the relevant Trust and school policies
- Undertake training required to develop in the role
- Ensure all duties and responsibilities are undertaken in line with the Trust's health and safety policy

This job description sets out the main duties of the post at the date it was drawn up. However, it is not intended to be an exhaustive or definitive list. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. You may be required to carry out other duties commensurate with your role.

The Propeller Academy Trust and its member schools are committed to safeguarding and promoting the welfare of all children and young people according to child protection and safeguarding guidelines. We expect all staff and volunteers to share in this commitment.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. All post holders are subject to the necessary pre-employment check, including a satisfactory Enhanced Disclosure and Barring Service (DBS) Check, including a Child/Adult's Barred List check (where applicable to the role in question). Additionally, shortlisted candidates will be subject to online searches for publicly available information.

Person specification

CRITERIA	QUALITIES
Qualifications and training	<p>As a minimum;</p> <ul style="list-style-type: none"> • GCSEs including English and Maths at grade C (or equivalent) or above • First aid training (or willingness to complete it soon after employment commences) • Safer recruitment training (or wiliness to complete it soon after employment commences)
Experience	<ul style="list-style-type: none"> • Carrying out administrative tasks • Competent user of MS 365 packages, particularly Outlook, Word, and Excel • Dealing with face-to-face and telephone interactions • Working with children or young people • Working and collaborating within a team
Skills and knowledge	<ul style="list-style-type: none"> • Good oral and written communications skills • Ability to respond quickly and effectively to issues that arise • Ability to plan, organise and prioritise to meet deadlines • Ability to use own initiative and take action accordingly • Excellent attention to detail • Ability to use IT packages including word processing, spreadsheets and presentation software • Ability to use relevant office equipment effectively • Ability to build effective working relationships with colleagues • Understanding of data protection and confidentiality • Understanding of safeguarding
Personal qualities	<ul style="list-style-type: none"> • Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils • Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality • Embraces change well • Deals with difficult situations effectively

Last review date: January 2023

Next review date: January 2024

Headteacher/line manager's signature:

Date:

Postholder's signature:

Date: