

# JOB DESCRIPTION-Teaching Assistant

## Beacon Hill Academy (Main Site and Post 16)

<b><u>JOB TITLE</u></b>	Teaching Assistant
<b><u>GRADE</u></b>	Level 1
<b><u>REPORTS TO:</u></b>	HLTA/Teacher
<b><u>RELATIONSHIPS</u></b>	Class Teacher, Principal, School Staff, Pupils and Parents, School Governors, LEA Personnel, Visitors, Multi-disciplinary Agencies
<b><u>JOB PURPOSE</u></b>	

To support pupils access to learning by meeting their personal welfare needs, assisting with the coordination of school activities and maintenance of a safe and stimulating learning environment.

### **PRINCIPAL ACCOUNTABILITIES**

Main duties are listed; others may be required at a similar level and of a similar nature.

Pupil Welfare, promoting the mental and physical welfare of pupils:

- Promoting positive behaviour in line with the academies Behaviour Management Policy.
- To support pupils who are ill, sick or distressed.
- Assisting pupils with their medical care to take regular treatment or medication as agreed with their carer in line with academy policy.
- Provide appropriate welfare support to all pupils.
- Assisting pupils with all areas of their personal hygiene including toileting and supporting incontinence needs, and attending to changed, damaged or soiled clothing.
- Organising the dispatch and receipt of the laundry.
- Clearing up of mess and keeping the classroom clean and tidy.
- Helping pupils change for drama, P.E., swimming or activities.
- Ensure that pupils work and play safely.
- Assisting pupils with specialist equipment, ensuring that it is well maintained and ready for use following Agreed procedures.
- Assisting pupils with supervision of feeding programmes, including tube feeding after proper instruction for the nurse.
- Carry out statutory Manual Handling procedures including the use of hoists after appropriate training.
- To support pupils with their hydrotherapy and swimming programmes which may include being in the water.
- Liaising with other professionals as appropriate.

### **Teaching and Learning Assistance to support pupil access to learning**

- Help pupils follow teacher instructions and support them during learning activities.
- Assist pupils to develop their independence.
- Monitoring pupils progress and achievement with learning keeping records as directed.
- The preparation of materials/equipment.
- Assisting small groups of pupils under the direction of teaching staff or HLTAs.
- Support the development of literacy and numeracy skills of all pupils
- Assist pupils using a variety of classroom materials/equipment.

- Assist with special activities in the school within school hours. Assist with the supervision of pupils at meal times and other out of lesson activities.
- Support the use of ICT as a tool to enable learning.
- Carry out educational programmes, including IEP targets.
- Use a range of total communication strategies to facilitate learning, to include Signalong.

### **General School Support**

All activities must be undertaken with the scope of the academy policy.

- Monitoring any problems and difficulties reporting these to teaching staff.
- Provide clerical and administrative support, e.g. photocopying, typing, filing, and collecting money, gather pupil reports, stock taking and stationary orders.\*
- **These will be consistent with the 21 administrative tasks as specified in the workforce remodelling agreement 2003.**
- Report pupil and school issues in line with the academies policies for health and safety, child protection procedures, behaviour management policies.
- Ensure equal opportunities in learning access for all pupils to learn and develop and to have full involvement in school life.
- Work towards overall school goals.
- Attend staff and group meetings and training sessions as required.
- Could be required to work anywhere in the schools.
- To carry out any reasonable request as directed by the Principal.

### **Other duties**

To undertake any other reasonable duties at the request of the Principal or his representative.

## **TEACHING ASSISTANT LEVEL 1**

### **Qualifications**

**At least one of the following Qualifications:**

- DfE Teaching Assistant Induction - Beacon Hill (must be prepared to work towards)
- NVQ Level 2 Literacy and Numeracy or equivalent (must be prepared to work towards)

**NB. Staff employed on a permanent contract prior to April 1<sup>st</sup> 2005 - recognition will be given to previous working practices as agreed at the merger of the two previous schools, with regard to tube feeding, working in the water in the hydro/swimming pool and training to administer Rectal Diazepam.**

### **Experience of:**

- Working with children and young people (either paid or unpaid)
- Experience of caring for sick children in a school environment
- Assisting pupils in learning or out of hours activities
- Experience as a Teaching Assistant

### **Knowledge**

- Appreciation of Health and Safety issues.
- Knowledge of basic Health and Safety procedures.
- Knowledge of special educational needs issues
- Appreciation of Curriculum as a framework for learning (Technical Application 1)

### **Skills & Competency**

- Excellent written and oral communication skills
- ICT skills - keyboard/specialist ICT equipment

### **Competency to:**

- Clearly communicate

- Team Work
- Undertake basic planning
- To be organised
- Achieve and complete task

#### **DESIRABLE**

- Tube feeding
- Minibus drive - MIDAS trained

*NB A nominated First Aider in this post would receive recognition in terms of their point on the pay scale for this responsibility*

#### **Conditions of Service**

This point is governed by the National Agreement on Pay and Conditions of Service for Local Government Employees, supplemented by local conditions as appropriate. The post -holder may be required to work outside of normal School hours on occasion, with due notice.

Candidates and employees are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates/Post-holders are required to give full details (including date and nature of offence/conviction/bond-over caution or otherwise) usually on the application form and are expected to disclose such information at the appointment interview

**This post allows substantial access to children, as such the procedures in relation to police checks.**