

# Beacon Hill Academy (P16 and Main Site)



<b><u>JOB TITLE</u></b>	Teaching Assistant
<b><u>GRADE</u></b>	Level 2
<b><u>REPORTS TO</u></b>	HLTA/Teacher Outreach Therapy/Care Manager
<b><u>SUPERVISES</u></b>	None
<b><u>RELATIONSHIPS</u></b>	Class Teacher, Principal, School Staff, Pupils and Parents, school Governors, LEA Personnel, Visitors and Multi-disciplinary Agencies

## **JOB PURPOSE**

To enable pupils access to learning by supervising and assisting pupils (one to one and in small groups) across a wide range of activities and supported learning activities. To promote the development of the physical and mental well-being of pupils. Contribute to the effective organisation of the school with administrative and clerical support.

## **PRINCIPAL ACCOUNTABILITIES**

Main duties are listed; others may be required at a similar level and of a similar nature. Teaching and Learning Assistance to support pupil access to learning.

## **Preparing and Maintaining the Classroom to Enable Learning:**

- Assist with the planning of learning activities by identifying and preparing resources required to support lesson plans, learning outcomes.
- Help pupils follow teacher instructions and support them during learning activities, create a positive classroom learning environment, including arranging displays
- Prepare materials and equipment to support learning activities

## **Support during classroom activities:**

- Assisting with reading, word and number games, art and craft activities, science activities to support learning outcomes (e.g. using the teachers planned teaching and learning methods e.g. reinforce either key words or concepts in work with pupils)
- Supporting pupils, individually or in small groups, assisting in implementing individual education plans designed by teaching staff
- 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
- Supervise small group of pupils undertaking a teacher-led learning activity by co-ordinating and explaining basic instructions for the activity, adjusting activities within the scope of the lesson plan and learning outcomes in response to pupils learning
- Ensure that targets for achievement are challenging and demanding, reporting ease/difficulty at which pupils undertake tasks
- Assist pupil achievement by monitoring learning against learning outcomes, informing the teacher of progress problems
- Assist pupils to develop their independence through undertaking tasks
- Support the development of literacy and numeracy skills of pupils from a wide variety of backgrounds
- Use a range of total communication strategies to facilitate learning, to include Signalong
- Support the use of ICT as a tool to enable learning
- Monitoring pupils progress and achievement with learning and keeping records as directed
- Carry out educational programmes, including IEP targets, with small groups or individual pupils under the direction of teaching staff or HLTAs
- Carry out individual therapy programmes, after instruction by the appropriate therapist
- Assist with using a variety of classroom materials/equipment
- Assist with special activities in the school within school hours (e.g. sports days, plays, concerts, open days, college links and transition visits)
- Accompany pupils on school visits, projects

- Supervise pupils at meal times
- Supervise and purposefully engage pupils at break times and other out of lesson activities
- Take small groups of pupils or individual pupils off-site to take part in activities as directed by the class teacher or HLTA, e.g. travel training or using community facilities. This is to be in line with risk assessments and off site procedures
- To support individual or small groups of pupils with work experience
- Pupil welfare, promoting the mental and physical welfare of pupils

## **Managing Pupil Behaviour**

- Assisting in the management of pupils who are showing socially unacceptable or challenging behaviour under the direction of guidelines in operation at the school
- Helping to avoid arguments and fights, assisting pupils to sort out their disagreements by talking and listening to one another
- Ensure that pupils play and work together positively and cooperatively, with good behaviour
- Supervising and monitoring pupils in the playground, encouraging pupils to play games initiating and joining in, include other pupils
- Ensuring pupils are always supervised and safe, discouraging any potentially hazardous activities
- Supervision of pupils at other out of lesson activities

## **General pupil Welfare**

- Promote positive behaviour in line with the schools behaviour Policy, including supporting individual behaviour programmes
- Support pupils who are sick, ill or distressed
- Assist pupils with their medical care to take regular treatment or medication, as agreed with their carer in line with school policy

- Provide appropriate welfare support to all pupils
- Administer Rectal Diazepam after proper instruction from the School Nurse (this task only to be undertaken with the agreement of the Teacher)
- Assisting pupils with specialist equipment, ensuring it is well maintained and ready for use, following agreed procedures
- Assisting pupils with all areas of their personal hygiene including toileting, supporting incontinence needs, and attending to changed, damaged or soiled clothing
- Assisting pupils with supervision of feeding programmes, including tube feeding after proper instruction from the School 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
- Ensuring that classroom is stimulating, clean and tidy
- Helping pupils change for drama, P.E., swimming or activities
- Assist with the pupil arrival and departure procedures
- Liaising with other professionals e.g. social workers, psychologist, health visitors, family resource workers etc. and attending meetings as requested by your Teacher or HLTA
- Providing general and basic welfare and first aid support to a pupil, if trained to and/or nominated to do so
- Respond to physical and emotional needs of pupils appropriately making reports in line with school policy

## **General School Support**

- To work anywhere in the school
- To be deployed across all areas/departments of the school as requested
- All activities must be undertaken within the scope of the school policy
- Monitoring any problems and difficulties reporting these to teaching staff
- Keeping/contributing to records of pupil support in line with school policy

- Keep pupils records (e.g. attendance register, chasing absence details, compiling lists)
- Provide clerical and administrative support e.g. photocopying, typing, filing, collecting money, gathering pupil reports, stock taking and stationary orders, assist in the school library, update pupil records\*
- To carry out any other reasonable request, relevant to the post, made by the Principal
- Report pupil and school issues in line with the School's 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

\*These will be consistent with the 21 administrative tasks as specified in the workforce remodelling agreement 2003

## **Other Duties**

- To carry out other reasonable request relevant to the post as directed by the Principal

**This job description will be reviewed annually**

## **TEACHING ASSISTANT LEVEL 2**

### **ESSENTIAL**

#### **Qualifications - from:**

- DfES Teaching Assistant Induction - Beacon Hill
- NVQ level 2/3 Teaching Assistant or equivalent (may work towards)
- NVQ level 2 Literacy and Numeracy or equivalent
- Tube feeding (essential for all staff appointed to permanent posts after April 1<sup>st</sup> 2005)

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**

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

## **Skills & Competency**

- Excellent written and oral communication skills
- ICT skills - keyboard/specialist ICT equipment
- Willingness to work across the school
- Willingness to meet all pupils primary care needs
- Clearly communicate
- Thinking ability
- Teamwork
- Plans work
- Is organised
- Achieve and complete task

## **DESIRABLE**

Minibus drive - MIDAS trained (recognition would be given in terms of their point on the pay scale for this responsibility)

**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/bind-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.**