

SOUTHVIEW SCHOOL

Job Description

Job Title	Teaching Assistant
Reports to	Headteacher, Class Teacher, HLTA's
Liaison with	Teaching staff, support staff, Headteacher, Learners, Therapists, other professionals.
Job Purpose	To work in partnership with class teachers to support learners and to support their learning in line with the national curriculum, codes of practice and school policies and procedures.
Principal Accountabilities	Working with individuals or small groups of children under the direction of teaching staff. Provide skilled support to learners.
Duties	<ul style="list-style-type: none"> • Understand specific learning needs and styles and provide differentiated support to learners individually and within a group including various and specific communication aids. • Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to learners' responses as appropriate. • Establish positive relationships with learners supported. • Provide feedback to learners in relation to attainment and progress under the guidance of the teacher. • Support learners with activities which support literacy and numeracy skills. • Support the use of ICT in the class room and develop learners' competence and independence in its use. • To attend to learners' personal needs including help with social, welfare, care and health matters, including toileting, dressing, feeding, mobility etc. • To assist learners with their care needs strictly in accordance with each learner written Care Plan(s). • To carry out specified additional care tasks for an individual learner, if directed to do so by the school nurse or member of the senior management team strictly following the training you have received for that learner from a person deemed qualified to do so by Health. • Promote positive learner behaviour in line with school policies and help keep pupils on task.

	<ul style="list-style-type: none"> • Participate in planning and evaluation of learning activities with the teacher, writing reports and records as required. • Assist with the development and implementation of IEPs. • Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved easily to the attention of the teacher • Assist the teacher and other staff in the implementation of care programmes. • To support learning by selecting appropriate resources/methods to facilitate agreed learning activities. • Take an active role in the preparation, maintenance and control of stocks of materials and resources. • To operate, and as appropriate maintain specialist equipment. • Liaise with staff and other relevant professionals and provide information about pupils as appropriate. • To assist with the display and presentation of pupils work. • To supervise pupils for limited and specified periods including break-times when the post holder should facilitate games and activities. • To assist with escorting pupils on educational visits. • To physically assist pupils during activities e.g. swimming, PE.
<p>General</p>	<ul style="list-style-type: none"> • To understand and apply policies in relation to health, safety and welfare. • Attend relevant training and take responsibility for own development • Attend relevant school meetings as required. • To respect confidentiality at all times • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • To comply with individual responsibilities, in accordance with the role, for health and safety in the work place. • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy, Disability Equality Policy and Anti Bullying Policy

	<ul style="list-style-type: none">• The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. <p>The duties above are neither exclusives nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job skills and grade.</p>
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NB. This job description does not form part of the Contract of Employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out above. These particular duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.

Signed:

Line Manager

Teaching Assistant

Headteacher

DATE OF ISSUE