Job Description

Post Title: Teaching Assistant
Grade: Scale 2 Point 4
Directorate: Services to People
Service: Education
Responsible to: Line manager/Headteacher
Responsible for: No responsibility for staff

Functional links with: Class teacher, KS phase leaders and SENCo, other agencies

Main purpose of the job:

• To provide support to teaching staff throughout the school, in an appropriate learning environment

• To assist with the integration of other pupils with special educational needs as required

• To support children within a small group or on an individual basis within the classroom or on a withdrawal basis as required

• To be an integral part of the school, working in close partnership with all staff

Major Duties and Responsibilities:

1. To support, assist and supervise children in or outside classes under the direction of the teacher

2. To participate in the planning, recording and implementation process as directed by the teacher eg IEPs

3. To provide assistance in the development, care and storage of learning resources within the school

4. To provide clerical assistance as necessary e.g reading records, photocopying

5. To assist in the delivery of intervention, support or integration programmes as required

6. To assist with supervision during break, lunchtime and educational visits as required

7. To attend to sick children, including changing soiled clothing, maintaining hygiene standards and
basic first aid duties

8. To provide support for children with physical needs e.g. assisting with moving around the classroom and school, assistance with feeding, assistance with changing for PE, assistance with safe use of classroom equipment.

9. To carry out any reasonable duties as requested by the Headteacher.

10. To assist with the development and implementation of Individual Education Plans

11. To support the use of ICT in learning activities and develop pupils' competence and independence in its use

SPECIAL FACTORS:

Subject to the duration of the need, the special conditions given below apply :

(a) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.

(b) Expenses will be paid in accordance with the Local Conditions of Service.

(c) This post is subject to a check being carried out at an Enhanced level by the Criminal Records Bureau regarding any previous criminal record.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.