

# GOSFORD HILL SCHOOL



## JOB DESCRIPTION

<b>Post Title:</b>	Teaching Assistant
<b>Accountable to:</b>	Assistant Headteacher (Student Behaviour, Safety & Welfare)
<b>Line Managed by:</b>	SENCO
<b>Start Date:</b>	
<b>Hours:</b>	33.75 hrs/wk. 39 weeks 08.30-16.00 (Mon-Fri) Including a 45 min unpaid lunch break
<b>Salary:</b>	LGPS Grade 5

## JOB PURPOSE

- Under the instruction and guidance of the SENCO, teaching staff and other professionals, to undertake educational activities and attend to the educational, personal and social needs of children in order to support their learning and development and to ensure their safety.

## OBJECTIVES

To be accountable for:

- Supporting inclusion by attending to the educational, personal and social needs of children in order that they can access the curriculum
- Liaise with teachers and other professionals in order to plan for the most effective support of designated children

## MAIN DUTIES

- Attend appropriate training as required / directed by Faculty Leader
- Supporting children to access the curriculum, identifying and responding to their individual needs
- Liaise with teachers regarding planning of resources and students' progress / achievement in lessons
- Contribute to PEP / SEND profile reviews as necessary
- Helping to promote good relationships and standards of behaviour
- Supervise children in the full range of school activities
- Support children with physical needs / personal care where required
- Safeguarding and promoting the welfare of all children in the school by being familiar with and aware of the school's safeguarding and child protection procedures and guidelines and adhering to them at all times

## Support for the School:

- Where appropriate, attend regular whole school and team meetings
- Undertake appraisal, training and mentoring
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the School.
- To flexibly work with the Line Manager concerning work time arrangements

## Health and safety responsibilities:

It is the responsibility of every employee to co-operate with their employer to ensure the effective discharge of health and safety responsibilities. As an employee you are expected to:

- To be part of and promote a positive and pro-active health and safety culture;
- Undertake necessary health and safety training;
- Ensure you are familiar and comply with the School's health and safety policies and procedures;
- Ensure risk assessments in accordance with School procedures are undertaken to reduce risks to a level that is as low as is reasonably practicable. This must consider hazards to both employees, clients and others who use our services;
- Follow all appropriate safety instructions and use safety equipment provided;
- Ensure your work is carried out with due regard for the health and safety of yourself and others (employees, service users, carers, public etc.);
- Support your line manager in the delivery of good health and safety practice and the minimising of risks;
- Ensure you draw to managers attention health and safety problems or deficiencies in the workplace; and
- Ensure safety events (accidents, incidents and near misses) are reported with a view to preventing a recurrence.

Responsible for the Line management and appraisal of: N/A

Last updated: December 2016

Signed :.....

Date ;.....

The performance of all the duties and responsibilities shown overleaf will be under the reasonable direction of the Headteacher; and the Headteacher or other Senior Leader if appropriate, will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

This job description will be reviewed bi-annually and any changes will be subject to consultation