



THE
JOHN
ROAN

ROYAL BOROUGH OF GREENWICH EDUCATION SERVICE

NAME OF SCHOOL: The John Roan
ADDRESS AND LOCATION: Maze Hill, Blackheath, SE3 7UD

Post Details		Last Updated: June 2016	
Department:	Inclusion		
Job Title:	Teaching Assistant – Personal Care		
Grade:	Level 2 - £18,615 (£12,296 pro rata)	Term Time Only – 38 weeks 27.5 hours per week	
Responsible to:	SENCO		
Responsible for:	N/A		
<u>Job Purpose:</u>			
To work as part of the Learning Support Team in supporting and including students with learning difficulties/disabilities in mainstream classes and in small groups.			
<i>This job purpose reflects the core activities of the post. As the School and the post-holder develop, there will inevitably be some changes to the duties for which the post is responsible, and possibly to the emphasis of the post itself. The School expects that the post-holder will recognise this and will adopt a flexible approach to work. This could include undertaking relevant training where necessary. Should significant changes to the job purpose become necessary, the post-holder will be consulted and the changes reflected in a revised job purpose.</i>			
Person Specification			
Qualifications and Professional Memberships			Essential/ Desirable
Educated to GCSE level standard or equivalent with passes including English and Maths at Grade C or above			D
Experience and Knowledge			Essential/ Desirable
Experience of planning and progressing work activities within general guidelines, using initiative and judgement without reference to others			E
Be able to prioritise and manage workload.			E
Can undertake personal care roles such as toileting			E
Have good, written and verbal communication skills and be able to relate well to school staff, candidates of all abilities, parents and carers.			E

Be able to work in an organised and methodical way and have sound organisational and coordination skills.	E
Be able to work effectively under pressure.	E
Be able to maintain confidentiality.	E
Practical Skills	
Ability to plan, prioritise and organise work and resources for self and others	E
Be able to work accurately and to work to set deadlines	E
Awareness of standard procedures e.g. titrations and making up standard solutions	
Confident basic user of ICT.	E
Personal Qualities & Attributes	
Ability to work as part of a team and on own initiative and with resilience	E
Self-motivating with the ability to multi task	E
Good interpersonal skills, and the ability to enthuse and motivate others	E
Will need to be able to cope with the physical demands of manual handling	E
Sensitivity to the needs of children with intimate care requirements.	E
Willingness to undertake first aid training	E
Communication	3
Adaptability / Flexibility	2
Planning and Organising	3
Teamwork	2
Continuous Improvement	2
Organisational Information	

All staff are expected to:

Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the Schools Equal Opportunities Policy.

Help maintain a safe working environment by:

- Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand.
- Following local codes of safe working practices and the school's Health and Safety Policy.
- Undertake such other duties within the scope of the post as may be requested by your Manager.

Headteacher

Deputy Head - Pastoral

SENCO

TA

Main Responsibilities/Activities:

This document is not designed to be a list of all tasks undertaken but an outline record of the main responsibilities and should be read in conjunction with the accompanying Job Purpose.

More specifically the post holder will be expected to:

Key responsibilities:**In relation to the individual student**

- To develop an understanding of the special educational needs of the student/s concerned.
- To take into account the student/s' special needs and ensure their access to the lesson and its content through appropriate clarification, explanations, equipment and materials.
- To build and maintain successful relationships with student, treat them consistently, with respect and consideration.
- To help promote independent learning.
- To help reinforce learning.
- To assist students with physical needs.
- To help students record work in an appropriate way.
- To develop study and organisational skills.
- To help keep the students on task and to build motivation.
- To model good practice.
- To help build the student/s' confidence and enhance self-esteem.
- To escort students between the two school sites, accompany them to the sports field or on school trips as appropriate, ensuring their safety at all times.
- To sit with students during their break and lunchtime / run a Lunchtime Club as required
- To assist students with their physical, medical or welfare needs whilst also encouraging and allowing independence.
- To support students through assigned gross / fine motor skills work or simple physio- therapy

sessions, with appropriate training and under guidance of the Occupational Therapy team.

- Attend to pupils' personal needs including toileting, hygiene, dressing and eating, as well as help with social, emotional, welfare and health matters reporting problems to teacher as appropriate.
- When accompanying teaching staff and pupils on educational visits, trips and out of school activities support pupils with medical care needs. This may include catheter care, toileting and administering medication, in accordance with an agreed plan, and under the direction of healthcare practitioner and following appropriate training
- At times a requirement to manoeuvre pupils with physical disabilities, assist in physical activities, or positive handling of pupils as specified and as required following appropriate training
- Working under direction of Occupational Therapist, Physiotherapist, Speech or Language Therapist carry out daily programmes of exercises or routines with pupils as required
- At times a requirement to ensure intimate personal hygiene of pupils and provide very personal care, for example changing sanitary pads, incontinency pads, soiled clothing, showering, drying after swimming/therapy
- Provide support on external school trips (which could include residential trips) using knowledge of increased risk and health and safety issues which may also require the carrying out of basic medical assistance or toileting procedures and/or the administering of basic first aid/medications for which training will have been provided and for which parental/carers permission has been granted)

In relation to the Teacher

- To have formal and informal meetings with teachers to contribute to planning lessons / activities.
- To prepare materials and resources.
- To prepare students beforehand for a task.
- To work on differentiated activities with identified groups.
- To support the teacher in implementing specific teaching programmes.
- To supervise practical tasks.
- To carry out structured classroom assessment/ observation and feedback outcomes.
- To be involved in keeping records and evaluating identified students' progress.

In relation to the School

- To work as part of the team in relation to individual students, liaising, advising and consulting where appropriate.
- To support implementation of school policies and procedures, including those relating to confidentiality and behavior.
- To identify personal training needs and to attend appropriate internal and external in-service training.
- Provide support on external school trips (which could include residential trips) using knowledge of increased risk and health and safety issues which may also require the carrying out of basic medical assistance or toileting procedures and/or the administering of basic first aid/medications for which training will have been provided and for which parental/carers permission has been granted)
- Any other tasks as directed by the Head teacher which fall within the purview of the post.

Supervision arrangements:

- Termly formal review of performance with (*Line manager*)
- Regular meetings for team of TAs (*weekly briefings, other meetings as per the school calendar*)
- Observation of classroom support work by (*Line manager or other named person*) initially twice Yearly or as per the school's Performance Management programme.
- Ensure own personal hygiene to avoid cross infection, for example hand washing, wearing gloves, disinfecting changing mats, careful use of equipment.