



Blessed George Napier Catholic School

Job Description

Post Title: Specialist [Personal Care] Teaching Assistant

[Level 3 Supporting and Delivering Learning]

Salary: Grade 6 [commencing point 18]

Hours: 28 hours per week

Hours of work:

[Including 1 hour and 5 minutes of flexible unpaid breaks per day]

Monday, Tuesday, Thursday and Friday 8.30pm – 3.20pm

Wednesday 8.30pm – 2.20pm

Line Manager: SENCO

Purpose:

- To work under the guidance of Teaching / Senior staff and, with an agreed system of supervision, to provide 1:1 care and implement agreed work programmes, both in and out of the classroom, for a specific student with Cerebral Palsy. This will include detailed and specialist knowledge in particular areas and the preparation of resources for this student. Specifically, this role will require the post-holders to be proactive and work collaboratively with each other, with outside agencies and parent/s and care team to help solve problems in accessing the curriculum.
- There will be two individuals employed to undertake the role of supporting this student and both posts will run for the duration of the student's time on roll at BGN School.

Core Duties:

SUPPORT FOR STUDENTS

- Use specialist [curricular/learning] skills/training/experience to support students. For this post, it will include;
 - Applying the relevant knowledge and / or experience in the areas of
 - Manual handling, Physiotherapy, Occupational Therapy and Speech and Language Therapy interventions and be willing to undertake any necessary training and updates and communicate with the appropriate agencies or individuals involved in order to fulfil the requirements of the role
 - Working alongside the SEN ICT Service to use specialist software to enable the student's learning activities and develop the student's competence and independence
 - Undertake the necessary training and update courses in the specialist software packages and technologies to be used

- Support and help facilitate personal care i.e. feeding and toileting and physical needs i.e. handling and facilitate walking
 - Accompany student[s] on school trips and attendance on residential trips [which may involve overnight stays]
 - Physically fit to take on the duties for manual handling
 - Administer medicine or complete a medical log
- Supervise and provide particular support for SEN Student, ensuring their safety and access to learning activities
 - Assist with the development and implementation of Individual Education / Behaviour Plans and Personal Care programmes
 - Establish constructive relationships with student and interact with them according to individual needs
 - Promote the inclusion and acceptance of all students
 - Encourage student to interact and work cooperatively with others and engage all students in activities
 - Promote independence and employ strategies to recognise and reward achievement of self-reliance
 - Provide feedback to student in relation to progress and achievement

SUPPORT FOR THE TEACHER

- Work with the teacher to establish an appropriate learning environment
- Work with the teacher in evaluating and adjusting lessons/work-plans as appropriate
- Monitor student's responses to learning activities and accurately record achievement / progress as directed
- Provide objective and accurate feedback and report as required to the teacher on student achievement, progress pastoral and other matters, ensuring the availability of appropriate evidence
- Undertake annotation of students' work and accurately record achievement / progress
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage student to take responsibility for their own behaviour
- Liaise sensitively and effectively with parents / carers as agreed with the teacher within your role / responsibility
- Administer routine tests as directed by the teacher

SUPPORT FOR THE CURRICULUM

- Implement agreed learning objectives / teaching programmes, adjusting activities according to pupil responses / needs
- Implement local and national learning strategies e.g. literacy, numeracy, KS3, KS4, KS5 and make effective use of opportunities provided by other learning activities to support the development of relevant skills
- Support the use of ICT in learning activities and develop student's competence and independence in its use
- Help student to access learning activities through appropriate support
- Determine the need for specialist equipment and resources

SUPPORT FOR THE SCHOOL

- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Contribute to the overall ethos / work / aims of the school
- Establish where appropriate, constructive relationships and communicate with other agencies / professionals in liaison with the teacher, to support achievement and progress of students
- Recognise own strengths and areas of expertise and use these to advise and support others
- Assist with the supervision of students during school break times
- Accompany teaching staff and students on visits, trips and out of school activities as required and take responsibility for a group under the supervision of a teacher

Team Working

- To ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.
- To work co-operatively with colleagues to achieve the aims and objectives of the post and the school.
- To participate positively in the implementation of new working methods and practices as required.

Personal Development

- To engage actively in the performance review process
- To work positively and constructively with the line manager to identify strengths and agree an action plan in relation to development needs, to set these out in a personal development plan, which will be reviewed regularly with the line manager.
- To be aware of the current national and local issues relating to Education insofar that they affect the post.
- To actively seek learning opportunities / updates where appropriate to the post
- To attend departmental meetings / training or INSET sessions as requested by the SENCO

Other Specific Duties

- **To be committed at all times to the safeguarding and protection of children and young people.**
- **To report any child protection concerns to the designated person in the school (please refer to 'Child Protection Policy' on staffroom notice board).**
- **During the course of undertaking their duties, all employees will be expected to promote, maintain and uphold fundamental British Values**
- To undertake other duties within his / her competence or otherwise appropriate to the grading of the post as required.

General

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

- It is a requirement, in accordance with the guidance of the Catholic Education Service, that staff in Catholic Schools should “have regard to the Roman Catholic character of the school and not do anything in any way detrimental or prejudicial to the interests of the same”.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Health & Safety

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions
- Be familiar with emergency and First Aid Procedures and to undergo, if requested, basic First Aid training and update courses
- Use work items provided correctly and in accordance with training and instructions
- Ensure tasks are completed in a safe manner
- Co-operate with the Principal and others responsible for Health and Safety on all issues to do with Health, Safety & Welfare
- Report any Health and Safety concerns to your line manager as soon as possible
- Comply with the school’s Health & Safety Policies and Child Protection Policy

I agree to uphold the terms of this Job Description

Name: _____

Signature: _____

Date: _____

30.03.17