Milestone Academy
Job Description – Teaching Assistant

PURPOSE OF JOB

To support the class teacher in the teaching and welfare of children to ensure they attain the targets set under their individual educational programmes. To support with pupils' therapeutic, behavioral and personal care needs, delivering interventions and programmes as necessary.

PRINCIPAL ACCOUNTABILITIES

- Ensure the maintenance of a clean, orderly and safe working environment making sure that equipment/resources/materials are set out on time and as per instructions received and used safely to enable pupils meet their learning targets
- Assist teacher with learning activities ensuring health and safety and good behaviour of pupils (including off-site activities such as trips, swimming etc.). Support the pupils in accessing learning activities as directed by the teacher to enable pupils' progress towards their targets. Be aware of and support differences to ensure all pupils have equal access to opportunities to learn and develop
- Provide clerical/admin support (e.g. typing, photocopying, display, collection and recording of money etc.) and undertake record keeping in respect of pupil learning, behaviour support, child protection etc. (including liaising with therapists) as directed in order to support the teacher deliver the specific learning programmes set for each child
- Be aware of and comply with policies and procedures relating to child protection, behaviour support, health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure pupils' wellbeing
- Contribute to the overall work/aims of the school and appreciate and support the role of colleagues and other professionals to enable the school fulfil its development plans etc.
- Undertake training and other learning activities and attend relevant meetings (within contracted hours) as required to ensure own continuing professional development
- Attend to pupil's personal care and medical needs and assist with the organisation of refreshments and meal times (this may include feeding pupils by gastric tube following appropriate training) to ensure pupils' wellbeing and health and safety, modelling and supporting appropriate play and social interactions
- Implement behaviour support programmes for pupils with severe learning and/or emotional problems to ensure pupils' well being, health, safety and learning needs are met. As a last resort, Physical Interventions may need to be used to maintain health and safety if reasonable, proportionate and necessary
- Provide support for the class teacher and colleagues in the manual handling of pupils to ensure pupils' wellbeing, health and safety is maintained, and assist with the development of hygiene, toilet training and general dressing programmes.
- Attend regular training in Safeguarding, Moving and Handling, Team Teach, Total Communication, ASD, MDVI, Epilepsy and Asthma

NECESSARY EXPERIENCE

- Good standard of general education (i.e. NVQ level 1 or equivalent) together with good numeracy and literature skills
- Previous experience (1-2 years) of working with children
- Use basic technology (computer, video, photocopier)
- Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality
- Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly
- First Aid qualification would be an advantage

SCOPE FOR IMPACT

Support staff in schools and make a strong contribution to pupils' learning and achievement. Teaching Assistants provide support to teachers and schools allowing qualified teachers to make even more effective use of their time, professional knowledge, skills and understanding. TAs contribute to pupils' learning and will have a significant impact on pupils' achievement.

JOB CONTEXT

TAs will be expected to work effectively with individual pupils and/or small groups under the direction and supervision of a class teacher. They will contribute to, and need to demonstrate skills in, planning, monitoring, assessment and class management. TAs would also be expected to work as part of the school team and contribute to plans to ensure the school meets its aims. The post holder must work within the relevant policies, codes of practice and legislation reporting any concerns to the relevant person. The post holder must have good communications skills to be able to inform, persuade, inspire and motivate pupils and provide feedback to other professionals and parents as required. The post holder is responsible for their own CPD staff are supported and encouraged to reach their professional potential. Milestone Academy also offers CPD opportunities after school out of contractual hours.

Signed: ..... Date: .....