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| **TEACHING ASSISTANT Level 2 JOB DESCRIPTION** | | | |
| **NAME** |  | | |
| **ACCOUNTABLE TO** | Director of Learning Support / SENCo | | |
| **SCALE** | 5.1 – 5.4 | | |
| **DURATION** | Permanent | | |
| **APPOINTMENT FROM** | 1st September 2019 | | |
| **JOB PURPOSE** | * Provide support with personal care, intimate care and medical care of students and support with their mobility and access. * Provide in class support for students and teachers and support the development of a differentiated curriculum. * Support group and individual interventions and provide data to inform evaluation of progress. | | |
| **Key Area** | **Responsibility** | | |
| **Responsibilities**  *Carry out all duties and responsibilities in accordance with School policies and procedures and statutory requirements.* | * Support intimate care plans and health care plans where this involves intimate / personal care (toileting, changing clothing and physiotherapy). * Support healthcare plans where this involves catheterizing, for example. * Carry out moving and handling to support student transfers onto equipment and toilets and with supporting mobility. * Escort students to offsite sporting events and weekly swimming sessions and support with changing and participation. * Undertake medical care in accordance with individual and generic healthcare plans under the supervision of TA 4 Disability, Health and Safety and Support for Students with Medical Needs, the School Nursing Service and other external agencies (for example The Young Person’s Diabetic Team and Epilepsy Specialist Nurse). * Attend occupational therapy sessions and appointments with wheel chair services or other external agencies as required and feedback to relevant TA4 * Undertake training relevant to the above.   Also, undertake general TA duties, as necessary:   * Support teachers in ensuring that pupils with special / additional needs are able to access the curriculum and make progress over time. * Contribute to the assessment of pupil needs and implications for their learning. * Provide qualitative data on pupil progress in identified cohorts and response to interventions. * Support the role of parents in pupils’ learning and contribute to meetings with parents where required. * Provide information to colleagues and outside agencies to support pupil progress. | | |
| **Areas of Accountability** | * Progress of students in receipt of regular and ongoing support. | | |
| **Professional development** | * An ongoing and proactive commitment to professional development in support of student progress and the school’s identified priorities, values and ethos. | | |
| **Discipline, health and safety** | * Maintain good order and discipline and safeguard the health and safety among students both within the classroom, school premises and when they are engaged in authorised school activities elsewhere. * To work in accordance with the guidelines set out in the school Health and safety policy and specific areas. | | |
| **Examinations** | * Participate in arrangements for preparing students for external/internal examinations, in assessing students for the purpose of such examinations | | |
| **General Responsibilities** | * Promote the school’s values and ethos in accordance with the School’s Professional Code. * Work actively to develop professional expertise by participating in ongoing professional development. | | |
| **Review of job description** | * This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post and the post holder may be required to undertake additional duties by the Executive Head Teacher/Head of School. It may be subject to modification and amendment at any time after consultation with the post holder. | | |
| Signed member of staff |  | Date |  |
| Signed appraiser |  | Date |  |
| Approved Executive Head Teacher/Head of School |  | Date |  |