JOB DESCRIPTION
TEACHING ASSISTANT
GRADE D

Responsible to: Class Teacher
Responsible for: Pupils as Instructed by Line Manager
Important Internal Relationships: Pupils, Staff, Healthcare Team and Governors
Important External Relationships: Parents, Local Authority, Visitors, Police & Support Agencies

Main Purpose of Job:

- To deliver excellent support for learning under the direction of the teacher.
- Deal with personal care needs of pupils, following laid down school procedures.
- To provide medical interventions
- To follow general instructions and guidance to fully support all teaching and learning activities in the classroom including the competent and regular use of ICT, including a range of communication aids.
- To provide general support to the class teacher in the management and organisation of the pupils and the classroom, creating and maintaining a supportive educational environment.
- To positively support the ethos of the school and be aware of and work within the Code of Conduct, school policies and guidelines at all times.
- To actively participate within the whole school team, develop good relationships and promote harmony in the school.

Main Responsibilities:

- Follow instructions and guidance from class teacher to provide support for pupils, reinforcing their learning and ensuring their understanding.
- To follow the guidelines for individual support, care needs and medical interventions (including but not exclusively gastro feeding, suctioning and tracheostomy, administering drugs). undertaking any required training.
- To ensure pupils are moved according to their written manual handling care plans, raising any concern with the Senior TA responsible for manual handling.
- To prepare classroom/corridors to the standard as directed by class teacher.
- To engage with pupils during lesson and break times, promoting their independence and communication as outlined in the School's curriculum aims and pupils' Individual Education Plans. Develop positive activities for the pupils and establish constructive relationships with them.

- Make suggestions towards the development and assist in the implementation of Individual Education/Behaviour Plans and Personal Care and feeding programmes and attend Annual Review meetings upon request.
- To take part in other curricular activities (including but not exclusively swimming and school trips, loading minibus where appropriate).
- To follow written individual therapy programmes under the guidance of the therapists in the school. (Including but not exclusively Physio, SALT, OT and specialist feeding programmes).
- Make observations of pupils' performance and provide regular feedback to the teacher to enable assessment of progress, including P levels and NC levels.
- Liaise with parents and other professionals, maintaining a professional relationship at all times.
- Provide general clerical support to the teacher.
- To have a sound knowledge of ICT to use educational programmes, prepare teaching materials and be able to operate communication devices.
- Attend training as directed and incorporate learning within work, demonstrating good practice to other staff.
- To be responsible for promoting and safeguarding the welfare of children. Reporting any concerns to a senior member of staff.
- Follow the Health and Safety procedures to ensure the safety of pupils and staff.

Other Requirements of Post

- To attend school on INSET Days, if part of your working week, and be involved in training.
- To undertake any other duties as required as directed.
- No annual leave to be taken in term time.

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Emmet Murphy, Principal **Date**

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Teaching Assistant, **Date**

BEDELSFORD SCHOOL
TEACHING ASSISTANT
PERSON SPECIFICATION (GRADE D)

Essential	Desirable
Experience	
Experience of working with, or caring for children	Experience of working with SEN
Basic ICT Skills	Knowledge of access equipment for SEN
	Knowledge of Foundation and National Curriculum levels and P levels
Personal Attributes	
Ability to work constructively as part of a team	Ability to provide artistic or creative input
A good range of communication skills	
Ability to follow instructions	
Commitment to promoting and safeguarding the welfare of children	
Willingness and ability to learn new skills in relation to SEN including medical and personal care needs	
Qualifications	
GCSE grade A – C or equivalent in Literacy and Numeracy	Makaton or other sign language
	ICT qualification