

## ST. DAMIAN'S SCIENCE COLLEGE

### JOB DESCRIPTION

### CARER/TEACHING ASSISTANT LEVEL 2

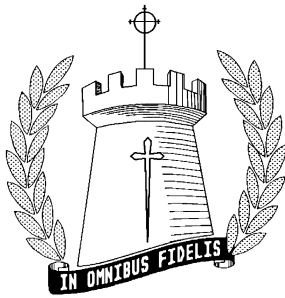
**GRADE:** D: APT&C POINTS 7-10

**POST OBJECTIVE/S:**

To work under the instruction/guidance of teacher/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area. This post will require you to provide support for students with EHCPs and/or Physical Difficulties and assist pupils in moving safely around the building and accessing the curriculum or to support students with respect to personal care and toileting if needed.

Key Areas	Tasks
<p>To provide support for students with EHCPs and/or Physical Difficulties.</p>	<ul style="list-style-type: none"> <li>• To support students within the mainstream classroom to enable him/her to access and respond to the curriculum under the direction of the teacher.</li> <li>• To assist pupils in moving safely around the building and accessing the curriculum.</li> <li>• To support students with respect to personal care and toileting.</li> <li>• To participate in the planning and supply of resources for individual learning programmes.</li> <li>• To support students as directed during public and College examinations.</li> <li>• To help control and maintain resources and records – worksheets, books, materials, technological aids and general equipment.</li> </ul>
<p>To support within the Faculty with respect to liaison with outside agencies.</p>	<ul style="list-style-type: none"> <li>• To assist, as necessary, in the visits of any other support agencies who might be involved in the support of students referred for such support – (Physiotherapist, Occupational Therapist, Education Psychologist etc.)</li> <li>• Under the direction of the teaching staff to take responsibility, for liaison with parents or other involved agencies in respect of individual students.</li> </ul>

<p>To participate in the College's staged procedures with regard to the Code of Practice.</p>	<ul style="list-style-type: none"><li>• To collaborate on the planning of individual learning programmes and the preparation of appropriate resources.</li><li>• To maintain personal records, in an agreed and established format, of work completed with students.</li><li>• To participate in Individual Education Planning and attend reviews as appropriate. To attend case conferences/review meetings/action planning meetings or support information for the same, with reference to the individual students.</li><li>• To work with colleagues in the production of written reports for Annual Reviews of the students.</li></ul>
<p><b>Welfare:</b></p> <ul style="list-style-type: none"><li>• Liaise with School nurse and other health professional for the care of pupils</li><li>• To provide Assist with the supervision of pupils out of lesson times, including before and after school, break time and at lunchtime.</li><li>• To provide First Aid (care &amp; welfare) of all pupils. Training will be provided.</li><li>• Act as one of the fire marshals. Training will be provided</li><li>• Child Protection. Training will be provided</li></ul> <p><b>General:</b></p> <ul style="list-style-type: none"><li>• To carry out additional duties as defined by the Headteacher/Team Leader: Organisational.</li><li>• Take part in performance management procedures and participate in training and development activities as required.</li><li>• To comply with policies and procedures relating to child protection, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person.</li><li>• Contribute to the overall ethos, aims and targets of the school, appreciate and support the roles of other members of the school work team and attend and participate in relevant meeting as required.</li><li>• Be aware of and comply with all the school staff handbook, policies and procedures in particular in relation to child protection, health, safety and security, intimate care, confidentiality, data protection; reporting all concerns to an appropriate person</li><li>• Assist in covering absent colleagues so that the provision for pupils is maintained</li><li>• Attend and participate in relevant meetings or events (such as Open Evening) as required</li><li>• To support a student as directed during public and College examinations</li><li>• Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</li><li>• 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.</li><li>• This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title</li></ul>	



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Person Specification

TEACHING ASSISTANT/CARER LEVEL 2

## Personal requirements of a successful postholder

### Education/Qualifications/Membership of Professional Institutions (indicate grade)

GCSE or equivalent English and Mathematics	E
NVQ 2 working towards NVQ 3 or equivalent in relevant subject or 3 years' experience	E
Willingness to undertake further or other training	E
Willingness to undertake relevant induction	E

### Specialised Training

Training in the relevant learning strategies e.g. literacy	E
First aid (training will be provided)	D
Lifting, Handling & Hoisting (training will be provided)	D

### Experience

Working with or caring for children of relevant age	E
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### Key Skills

Effective use of ICT to support learning	E
Effective use of ICT and other appropriate equipment	E
Use of technology equipment – computer/laptop, photocopier	E
Ability to self-evaluate learning needs and actively seek learning opportunities	E
Ability to relate well to children and adults	E
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	E

### Key Knowledge

Understanding of relevant policies/codes of practice and awareness of relevant legislation	D
General understanding of national stage curriculum and other basic learning programmes/strategies	D
Basic understanding of child development and learning	D

### For information

**Category (E) – ESSENTIAL - without which the candidate would be unable to carry out the duties of the post**

**Category (D) – DESIRABLE FEATURES which would normally enable the successful candidate to perform the duties and tasks better and more efficiently than one who did not have the qualifications, training, experience etc.**