



Job Description

Teaching Assistant

Bleasby C of E Primary School

Salary and Hours

Grade:	NJE Grade 3 – SCP 5 to 7
Salary:	£7,765 to £8,028 pro-rated amount (Full time equivalent £23,500 – 24,294)
Hours:	12.5 hours per week (every afternoon) – Term time only
Responsible to:	Head Teacher

Role Description

Purpose of the job

To assist pupils with their day-to-day personal care needs, to support learning and work with other professionals to ensure inclusion.

Key Responsibilities

- Working as part of a team initially within the foundation unit, supporting specific SEND pupils, but also the wider group.
- Assisting pupils in implementing their own personal care programmes during the school day, specifically in relation to practical support for:
 - a. Toileting and continence training including good hygiene
 - b. Eating and drinking
 - c. Support safe play during break and lunchtimes
 - d. Help the children in developing their interaction and communication within the class
 - e. Hand the children over to their parents at the end of the school day
- Working in cooperation with other staff involved in supporting the pupils' educational and health care needs under the guidance of the foundation lead teacher.
- Supporting the learning of initial reading and counting.
- Developing sensory provision and incorporating sensory activities within the daily timetable.
- Working alongside outside agencies to support with speech and language and physical needs.
- Key first contact with parents and carers.



General Responsibilities

- Work within the framework of the school's agreed policies and procedures
- To work alongside the wider foundation team and school team to promote inclusive practices.
- Participate in staff meetings, personal development and outside agency meetings.
- To report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team.
- To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school.
- To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures.

Additional duties

- Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities / grade of the post, as defined, subject to the proviso that normally, any changes of a permanent nature shall be incorporated into the job description in specific terms.

Health and Safety

- It is an Employee's responsibility to take reasonable care of themselves and others and anybody affected by their undertaking including any act(s) or omissions.

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.

- The school will endeavor 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.
- This job description is current at the date shown, but, in consultation with you, may be changed to reflect or anticipate changes in the job commensurate with the grade and job title.