



## **TRINITY SCHOOL**

### **JOB DESCRIPTION**

<b>POST HELD</b>	Teaching Assistant
<b>SALARY SCALE</b>	Scale 4
<b>HOURS</b>	32.50 hours per week, Term Time Only  Fixed working hours: 8.45am to 4pm (Mon to Weds) and 8.45am to 3.15pm (Thurs and Fri)

#### **PURPOSE OF JOB**

To work under the direct instruction/guidance of teaching/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.

To ensure that pupils' special educational, health, safety and welfare needs are met in the educational context.

To uphold the dignity and respect of the individual pupil/student.

#### **MAIN TASKS**

##### **General**

- 1 Be responsible for escorting children/young people to and from Borough Transport.
- 2 Perform daily playground/lunch duties as designated by Senior Management.
- 3 Be responsible for the laundering of clothing, towels as required.
- 4 Be conversant where applicable with and use information technology equipment available within the school.
- 5 To promote and assist the pupil/student in reaching maximum independence.
- 6 When necessary act as an advocate for the individual pupil/student.

##### **Classroom Preparation**

- 1 Set out learning resources in line with the preparation requirements provided, normally by the teacher.



- 2 Check the availability and location of safety equipment in the learning environment.
- 3 Report shortages of learning materials to the teacher.
- 4 Encourage pupils to return materials to the appropriate place after use and to dispose of wastes in a safe and tidy manner.
- 6 Check the condition of learning resources and materials after use.
- 7 Bring any damage or losses to learning resources and materials to the attention of the teacher as soon as practicable.
- 8 Ensure that IT/technological or mobility aids are ready for daily use and set up for teachers and pupils/students, as appropriate.
- 9 Support pupils'/students' access to the curriculum as directed by the teacher.
- 10 Prepare materials for lessons and/or display work and put up displays.
- 11 Support designated pupils/students attending mainstream link sessions at school/college.
- 12 Support as appropriate, pupils/students in a range of activities outside the classroom, e.g. swimming, hydrotherapy, community access.
- 13 Participate/assist with as required, home visits; maintain home/school diaries and assist generally with home/school liaison.
- 14 Implement, under the guidance of teaching staff, behaviour programmes for pupils/students with emotional and behavioural difficulties resulting from their SEN.

### **Classroom Records**

- 1 Complete basic record accurately and legibly with the details specified by the teacher (i.e. complete basic reading records, IEP targets).
- 2 Comply with the school requirements for storage and security of pupil records at all times.
- 3 Make sure that information for the school office is collected, collated and passed on as promptly as possible.
- 4 Maintain confidentiality according to organisational and legal requirements.

### **Working with pupils**

- 1 Provide the pupil with the level and type of individual attention specified by the teacher.
- 2 Work to build a good relationship with the pupil.
- 3 Encourage the pupil to take responsibility for his/her own behaviour and to act independently.
- 4 Interact with the pupil in a manner appropriate to the pupil's communication and interaction skills.



- 5 Provide comfort and immediate care for minor accidents, upsets and ailments and report serious problems to the relevant people.
- 6 Recognise uncharacteristic behaviour patterns in the pupil and report these promptly to the relevant people.
- 7 Encourage and reinforce positive interactions between pupils.
- 8 Encourage pupils to work together to comply with behaviour targets they have been set.
- 9 Consistently demonstrate respect for the rights of others in interactions with pupils and other adults.
- 10 Monitor the group's behaviour attentively enough to spot any signs of conflict or dangerous actions at an early stage and report to relevant people.
- 11 Respond to conflict situations and incidents of anti-social behaviour in line with school policies and within the scope of responsibilities of role.

### **Support for colleagues**

- 1 Provide consistent and effective support for colleagues in line with the requirements and responsibilities of the role.
- 2 Communicate openly and honestly with colleagues.
- 3 Keep colleagues informed about aspects of work and schedule which may affect the support that can be offered to them.

### **Personal Development**

- 1 Maintain an up to date understanding of the requirements of the role and responsibilities.
- 2 Undertake appraisal/performance review.
- 3 Undertake agreed development actions conscientiously and within the required timescale.
- 4 Make effective use of the development support available.

### **Health and Safety**

- 1 To undertake enhanced healthcare duties in accordance with individual care plans.
- 2 Follow Health and Safety regulations and guidelines when attending to pupils' hygiene, health and medical needs.
- 3 Promptly report any problems in maintaining standards of health and hygiene to the teacher.
- 4 Promptly report signs of health problems to the teacher.



- 5 Be responsible for individual or groups of pupils/students for their health, safety and welfare.
- 6 Carry out general first aid.
- 7 Assist in the physical management of individual pupils/students including the fitting of leg/arm gaiters, body braces and orthotics.
- 8 Implement, as appropriate, visual/speech/physio programmes as determined by therapists and directed by the Teacher.
- 9 Accompany unwell pupils/students to home or to hospital.

### **General**

- 1 The above duties are neither exclusive nor exhaustive and the postholder may be required to carry out such other appropriate duties as may be required by the Headteacher within the grading level of the post and the competence of the postholder.
- 2 This post requires the postholder to be familiar with first-aid, sign/symbol systems such as Makaton, the principle of Portage and an ability to swim and life-saving skills.

### **Equalities and Diversity**

- 1 Ensure that services are delivered in accordance with the good equalities and diversity practice.
- 2 Ensure that equalities and diversity in mainstreamed in your area of work.

This job description will be subject to Annual Review, in consultation with the Headteacher to consider the changing needs of the school.

The Governors and staff of Trinity School take seriously the responsibility to safeguard and promote the welfare of all children and young people entrusted to our care and it is our expectation that all staff and volunteers will share this commitment.

Full Name (caps)	
Postholder Signature	
Date	