

# JOB DESCRIPTION

## Linwood School

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**Post Title: Teaching Assistant**

**Reporting to: Class Teacher**

**BCP Spine points 5 - 6**

**Salary Range £18,795 - £19,171 FTE**

### 1. Job Purpose & Objectives

- Provide focussed support for pupils with additional learning needs as agreed by the teacher and other professionals.
- Establish positive working relationships with all pupils.
- Assist the pupils to achieve by maintaining a safe working environment with due regard to the particular needs of individual pupils and school policies.
- Attend to the individual medical and personal care needs of pupils as directed and to promote the wellbeing of pupils at all times.
- Follow safeguarding policies and procedures, reporting concerns to the Designated Safeguarding Lead.
- Follow the Staff Code of Conduct which includes guidance in the following areas: Professionalism, Teaching and Learning, Behaviour Management, Communication, Acceptable Use of ICT.
- Be aware of and follow all school policies and procedures at all times.
- Assist with:
  - Maintenance of equipment and resources
  - Administrative support, such as photocopying, laminating, filing
  - Displaying work as directed by the teacher
- Attend regular in-house and off site training to enhance professional skills and knowledge base.
- Engage fully with the Teaching Assistant Appraisal process.
- Play an active role in all class team meetings and act on decisions and agreed processes.

### 2. Main Duties & Responsibilities

#### Supporting Pupils' Learning

Working under the direction of the teacher and as a member of a staff team:

- Set out learning resources and materials in order that individual pupils have the necessary aids and resources to enable them to fully participate.

- Assist pupils with the learning activities, seeking assistance from the teacher where there are difficulties and provide feedback/information to the teacher on how the activity went.
- Assist pupils with activities that develop communication, literacy, numeracy and ICT skills taking Personalised Learning Plans into account.
- Provide support to individuals and small groups in achieving learning objectives.
- Assist and encourage the pupils to remain on task.
- Clean and tidy equipment, reporting any damages/loss.
- Support individuals and small groups with activities beyond the classroom environment (e.g. use of the sensory room, shopping trips).
- Escort and supervise pupils with out of school activities taking into account that breaks may not conform to the usual school pattern on such days.

### **Supporting Pupils Well Being, Physical, and Medical Needs**

Working under the direction of the teacher, other professionals and as a member of a staff team:

- Work within an established behaviour policy to manage behaviour constructively and be a good role model for all pupils and staff.
- Support pupils' emotional and social development.
- Provide personal care for pupils across a wide age range in line with school policy and following individual care plans.
- Implement therapy programmes, e.g. physiotherapy, occupational therapy, sensory diets, speech and language therapy.
- Provide appropriate medical treatment following individual care plans. including applying creams, administering medication, changing colostomy bags and other specialist care as appropriate to individual needs, including advice on menstrual issues.
- Complete epilepsy training including the safe administration of medication and follow epilepsy care plans to meet the needs of individual pupils.
- Support pupils with their eating and drinking as appropriate to individual needs following individual care plans.
- Be responsible for behaviour and supervision during playground duty and support the pupils to engage in play activities and appropriate interactions.
- Have regard for the health and safety of pupils at all times, giving consideration to the specific needs of individual pupils.
- Apply appropriate lifting and handling techniques.
- Promote the development of independence for pupils.
- Report accidents/incidents in line with school policy.

- Check the availability and location of safety equipment.

### 3. Safeguarding

All Linwood School staff are expected to adhere to our policies and procedures in respect of safeguarding and child protection, including Keeping Children Safe in Education and Guidance for adults working with children and young people in an education setting.

To report and log any incidents/accidents or any other concerns to the Designated Safeguarding Lead by way of MyConcern for safeguarding concerns and Integris G2 in respect of behaviours of students.

### 4. Communication/Contacts

Support positive home/school communication.

### 5. Career/Salary Progression linked to this post

- Career progression opportunities will exist to apply additional hours or Higher Level Teaching Assistant roles if and when these become available.

Linwood School Values for all Staff	
Respect	Excellence
Trust	Support
Responsibility	Inclusivity
Harmony	Positivity