

# Chapmanslade School

## Teaching Assistant Grade E

### Job Description

#### Main Job Purpose

1. Under the direction of the class teacher, to support pupils to access learning.
2. To assist in the support and inclusion of children with special educational needs within a mainstream school
3. Under the direction of the School Business Manager, to secure the safety, welfare and good conduct of pupils during the midday break period in accordance with the practices and procedures of the school.

#### Main Duties

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| 1. | <p><b>Supporting pupils' learning, either in groups or through 1:1 work.</b> The exact tasks will depend on the learning support needs of the pupil/s but may include:</p> <ul style="list-style-type: none"> <li>* supporting the development of skills in literacy, numeracy, communication and social and behavioural needs</li> <li>* differentiating work for individual pupils to suit their ability</li> <li>* using knowledge of pupils learning support needs to suggest appropriate adjustments to lesson plans to Teachers</li> <li>* clarifying and explaining instructions</li> <li>* ensuring pupils are able to use equipment and materials provided</li> <li>* motivating and supporting pupils</li> <li>* assisting with eg language, reading, spelling, handwriting, presentation</li> <li>* helping pupils to concentrate on and finish work set</li> <li>* meeting physical needs as required while promoting independence</li> <li>* liaising with class teacher and Special Educational Needs Co-ordinator</li> <li>* as specified by the Teacher, developing appropriate resources to support pupils</li> </ul> |
| 2. | <p><b>Supporting pupils' self-esteem, inclusion and behavioural development, e.g.</b></p> <ul style="list-style-type: none"> <li>* encouraging an acceptance and inclusion of the pupil with special needs</li> <li>* developing methods of promoting/reinforcing the pupil's self esteem and independence</li> <li>* providing individual supervision in and out of the classroom for pupils with behavioural problems</li> <li>* establishing a supportive relationship with pupils</li> <li>* reinforcing the school ethos, e.g. expectations of behaviour within class and elsewhere on the school site</li> <li>* supervising pupils on outings, school activities</li> </ul>   |

3.	<p><b>Provide physical/personal care to pupils where required, e.g.</b></p> <ul style="list-style-type: none"> <li>* helping with dressing/toileting</li> <li>* undertaking physiotherapy and speech therapy exercises following instruction and advice from a qualified therapist</li> </ul>
4.	<p><b>Supporting the Teacher/s, e.g.</b></p> <ul style="list-style-type: none"> <li>* As directed by the Teacher, adapting and interpreting lessons and instructions to pupils</li> <li>* Using knowledge and experience of the pupils concerned, to contribute, with the class teacher (and other professionals as appropriate), in the development and evaluation of a suitable programme of support for children who need learning support.</li> <li>* Contribute to the development of Individual Education Plans and reviews of pupil progress</li> <li>* In conjunction with the class teacher (and other professionals as appropriate) to develop system/s of recording pupil progress and contribute to the maintenance of this record</li> <li>* Providing regular feedback about pupils to the Teacher/s.</li> </ul>
5.	<p><b>Supporting the curriculum</b></p> <p>Support the delivery of English and Mathematics strategy along with other aspects of both the National Curriculum and the enhanced curriculum offered by the school.</p>
6.	<p><b>Supporting the school, including at lunchtime e.g.</b></p> <ul style="list-style-type: none"> <li>* where appropriate, fostering and develop links between a pupil's home and school</li> <li>* undertaking administrative tasks linked to the participation of pupils and parents in school life</li> <li>* assisting with setting up, storing and retrieving and general maintenance of classroom equipment and teaching aids, e.g. computers and computer software, resources, indoor and outdoor play equipment, photographic equipment etc</li> <li>* assisting with the setting up, cleaning of, and storing of tables and chairs in the dining room</li> <li>* helping to ensure the hygiene of the teaching environment in cases of sickness or soiling</li> <li>* helping to ensure the hygiene of the dining room / kitchen environment in cases of food spillage including sweeping and mopping the floor, loading and emptying of the dishwasher as necessary</li> <li>* administering minor First Aid, entering incidents in the accident book and informing class teachers of pupil illness or accident in line with school procedures</li> <li>* informing the senior leadership team of any strangers, visitors or potential hazards on the school site</li> <li>* supervision of pupils, either in the lunch hall or other areas in the school, whilst they are eating lunch or taking part in lunchtime activities</li> </ul>
7.	<p><b>Continued Professional Development</b></p> <ul style="list-style-type: none"> <li>* Attend in-service training when required</li> <li>* Participate in appraisal meetings and other general meetings when requested</li> </ul>
8.	<p><b>Support the Head Teacher</b></p> <p>Support the aims, ethos and values of the school. Set a good example to pupils. Help pupils to follow all school procedures in line with school policy.</p>

### **Supervision and Management**

The job holder has no regular supervisory responsibility for staff but assists in work familiarisation of peers and new recruits.

### **Creativity and Innovation (i.e. Problem Solving)**

The job holder works within school procedures, policies and approved methods but sometimes has to interpret these to deal with a problem e.g. if the pupil supported cannot cope with the a task the rest of the class are doing, the jobholder may implement a similar task which will give a degree of success for the pupil and under the supervision of the Head Teacher / Classroom Teacher / School Business Manager as relevant to the task.

### **Key Contacts And Relationships**

The jobholder has extensive contact with pupils, which involves mentoring, motivating and imparting skills and/or knowledge. Information is exchanged with Teachers and other school staff, school management, parents/carers and at times representatives of other Agencies e.g. Health, Social Care.

All staff are expected to maintain and promote positive working relationships throughout the school.

### **Decision Making**

The jobholder is expected to follow school policies (eg Behaviour Policy), procedures (eg First Aid) and plans made by the Classroom Teacher.

### **Resources**

The jobholder is expected to use school resources appropriately and with care, but is not personally accountable for their overall security.

### **Working Environment**

The jobholder is mainly based in a classroom setting and there is regular background noise. The work involves some crouching, stretching, or working in other constrained or awkward positions e.g. when dealing with pupils. There may be the need to deal with body fluids when giving personal care to pupils.

The jobholder will be required to stand and walk when on lunch duty. Manual handling of tables and/or equipment is involved. Some of the work is undertaken outside. There is background noise from pupils.

The jobholder is dealing with pupils and may also come into contact with parents or other visitors to the school.

### **Knowledge and Skills**

New entrants may not be required to have any background in Learning Support work but must have good general skills at dealing with children/young people and have the ability, through an extended induction period, to learn and apply learning support techniques. By the time the jobholder is fully competent in the job he/she will be operating at NVQ 2 (or equivalent) level with an understanding of different learning support needs and ways of meeting these.

The role demands that the jobholder has the ability to undertake a range of tasks involving the application of rules, procedures and techniques. The jobholder needs a good standard of practical knowledge of learning support needs and ways of meeting these, and good skills in dealing with pupils. New entrants to the role will be competent to NVQ Level 2 standard in Learning Support, and will be required to develop their skills further for full competent performance of the job.

September 2023