



JOB DESCRIPTION	
DIRECTORATE: Education	JOB TITLE: Teaching Assistant
GRADE: 3 (point 6 – 9)	
REPORTS TO: SENDCO, Teacher (or another designated person)	
1.	PURPOSE OF JOB: To work with individual children who have special educational needs and/or a disability, in accordance with the child's EHCP where appropriate and/or groups of children as directed by the teacher. To provide support to the Head teacher/SENCo/Teacher across a range of child centred activities to promote child development and learning. Full training and on-going support will be available.
2.	MAIN RESPONSIBILITIES, TASKS & DUTIES
	<p><u>School Related:</u></p> <ul style="list-style-type: none"> • To act in accordance with school policies and procedures and relevant legislation, particularly in relation to SEND, child protection and behaviour management. • To have a working knowledge and understanding of the National Curriculum and other relevant learning programs. • To assist with the planning and preparation of activities, and in the delivery of local and national initiatives e.g. English and Maths strategies; to be innovative and flexible in such planning and preparation. • To participate in the preparation of the classroom and resources. • To monitor children's needs and report these to a designated person. • To keep records as required by the school. • To have familiarity with the EHCP specific to the child. <p><u>Child Related</u></p> <ul style="list-style-type: none"> • To promote development and learning (physical, emotional, educational, social). Foster growth, self-esteem and independence, observe and record development. • To support those with additional needs. • To carry out reasonable daily personal care/hygiene duties and administer basic first aid. • To assist with the movement of children in and around the school. • To carry out the strategies and interventions identified on the child's EHCP with guidance from the SENCo. <p><u>1:1 Key Roles and Responsibilities</u></p> <ul style="list-style-type: none"> • To support the child with basic self-care. • To support the child moving around the school. • To support the child with development of both their fine and gross motor skills. • To ensure safety within the school environment.

	<ul style="list-style-type: none"> • To promote learning and full inclusion in line with classroom routines and their peers. • To monitor the health and well-being of the child whilst at school. • To liaise with the child's parents. • To liaise with outside agencies under the guidance of the SENCo. • To have flexibility to increase or change hours as required. • To have flexibility to adapt and change provision as required. • To facilitate the 'voice of the child' so that their views are heard, articulated and responded to.
3.	<p>MANAGEMENT OF PEOPLE <i>[full managerial responsibility e.g. recruit, appraise, discipline etc]</i></p> <p>SUPERVISION OF PEOPLE <i>[i.e. day to day supervision of & quality check of work]</i></p> <p>No direct management responsibilities but is required to occasionally demonstrate duties, give advice and guidance to employees, students or trainees.</p>
4.	<p>CREATIVITY AND INNOVATION <i>What innovative and imaginative responses to issues are required to resolve problems?</i></p> <p>Required to use initiative in the moment to adapt plans/activities to engage the child and respond to their needs.</p> <p>Required to be creative when assisting with planning of activities.</p>
5.	<p>CONTACTS AND RELATIONSHIPS <i>What personal contacts and relationships are required with other people and organisations to carry out the job?</i></p> <p>Direct contact with children and their parents/carers, other employees at the school.</p> <p>Liaise with other professionals under the supervision of the SENCo and teacher.</p>
6.	<p>DECISIONS <i>A requirement to make decisions or recommendations. The extent to which policies, procedures or other guidelines affect your decisions.</i></p>
	<p>a) Discretion – <i>The postholder has the following discretions:-</i></p> <p>The post holder must act in accordance with school policies and procedures and relevant legislation, particularly in relation to special educational needs, child protection and behaviour management.</p>
	<p>b) Consequences – <i>The consequences of the postholder's decisions can be anticipated to impact on the following:</i></p> <p>Any errors should be easily identified and rectified.</p>
7.	<p>RESOURCES <i>The postholder is personally accountable/responsible for the following:-</i></p> <p>Ensuring additional resources are available and appropriate.</p> <p>Adapting resources, if required, during a lesson.</p> <p>Personal possessions of self and others.</p>
8.	<p>WORK ENVIRONMENT</p>
	<p>a) Work Demands – <i>Impact of deadlines and changing and conflicting priorities.</i></p> <p>Subjected to conflicting priorities due to curriculum and care needs for the child.</p>

	<p>b) Physical Demands – <i>Continuing physical effort, bending, lifting, pushing etc</i></p> <p>Subjected to considerable physical demands due to height of furniture, possible need to participate in PE/sensory circuits or the need to use positive handling techniques (once trained).</p>		
	<p>c) Working Conditions – <i>Exposure to disagreeable or unpleasant conditions.</i></p> <p>School based – there may be a requirement to undertake duties of a personal nature.</p>		
	<p>d) Work Context – <i>Potential risk to safety & well being, including abuse and aggression</i></p> <p>Potential risk to well being through hygiene duties and possible verbal/physical aggression from pupils.</p>		
9.	<p>KNOWLEDGE AND SKILLS <i>required to be fully competent in the post</i></p> <p>Formal qualifications are not essential for this role. However, the post holder should have the ability to communicate effectively with children and adults, be able to empathise with children and work as part of a team. NVQ Level 2 (child related) is desirable.</p> <p>Essential for the post holder to have GCSE (Grade A to C) or equivalent in Maths, English or equivalent level of competency.</p> <p>Knowledge of ASD, ADHD and attachment needs.</p>		
10.	<p>GENERAL</p>		
<p>Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.</p>			
<p>Equal Opportunities - The postholder is required to carry out the duties in accordance with School Equal Opportunities policies.</p>			
<p>Health and Safety - The postholder is required to carry out the duties in accordance with the School Health and Safety policies and procedures.</p>			
	Name	Signature	Date
Job Description written by: [Manager]			
Job Description agreed by: [Postholder]			