

Job Description For SEN/Pupil Premium/Class Teaching Assistant (Grade 4)

Purpose: To support the learning and teaching of pupils in class including those with SEN and Pupil Premium Pupils.

Reports to: Class Teacher or Inclusion Manager

Introduction

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Headteacher or other Senior Manager if appropriate, who will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

This job description will be reviewed at least annually and any changes will be subject to consultation. The school's Grievance Procedure will be used to resolve any dispute arising out of the job description. Other relevant policies may be the River Learning Trust's Stress at Work Policy, Confidentiality Policy and the Dignity at Work Policy.

Generic Responsibilities

- To assist the class teacher in teaching and learning of an individual pupil or group of pupils.
- Break duty if required and lunch duty
- To attend training in order to continue professional development.
- To assist with taking classes on visits including swimming as required.
- To administer first aid as required (including taking training as necessary).

Specific Responsibilities

- Become familiar with the nature of pupil's particular needs.
- To support the teaching and learning of identified pupils either 1:1 or within a small group. The support may be working alongside the pupil in the classroom or the pupil may be withdrawn to work outside the classroom.
- To help prepare learning resources and materials for pupils supported. This time should be within the timetabled time for support for identified pupils.
- To contribute to the planning for pupils supported.
- To use a communication book and attend team meetings as arranged by the team leader in order to assist communication.
- To meet with relevant outside agencies during their visits into school and liaise with a child's parents or carers.
- To feedback appropriate information to the teacher concerning pupil progress and contribute to the assessment, review, recording and writing of SEN/PP documentation.

Support and Guidance

- Weekly TA meetings
- Appraisal meetings (three times each year)

Health and Safety Responsibilities

Taking appropriate responsibility for one's own health, safety and welfare and the health and safety of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally-adopted policies; including taking responsibility for raising concerns with an appropriate manager.

To act in accordance with the responsibilities stated below (as stated in the Health and Safety Policy):

| Deputy Head/Leadership Team | Named person |
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| Include Health and safety in all new employees' induction. | Zara d'Archambaud (HT) Team Leaders |
| Undertake an annual health and safety training needs analysis of all employees | Zara d'Archambaud (HT) Team Leaders |

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| Monitor classroom/subject documentation, risk assessments, practices and procedures | Zara d'Archambaud (HT) Marion Piacenza (SBM) |
| Ensure that Fire Safety Folder is maintained, liaise with Fire service to ensure correct procedures in place | Marion Piacenza (SBM) |
| Encourage and support employees in completing risk assessments for pupils giving cause for concern | Kim Guiry (Inclusion Manager) Zara d'Archambaud (HT) |
| Ensure that QCA/HSE health and safety curriculum requirements are being delivered in lessons | Subject Co-ordinators |
| Support staff with personal safety issues including stress | Zara d'Archambaud (HT) Team Leaders |
| Ensure off site visits are approved and appropriately staffed | Marion Piacenza(SBM) Health and Safety Governor Ken Meek |
| Review subject co-ordinators risk assessment annually | Marion Piacenza (SBM) |

| Office Manager's Responsibilities | Named person |
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| All office risk assessments are completed and reviewed. | Zara d'Archambaud (HT) Marion Piacenza(SBM) |
| Visitors are registered, wear a badge and are briefed on the emergency procedures including safeguarding (visitor's information sheet) | Karen Wadforth (Administrator) |
| Hazard reporting and maintenance documentation is actioned | Marion Piacenza (SBM) |
| Accident and Physical and Verbal Abuse documentation is completed and submitted to the Health and Safety Team | Karen Wadforth (Administrator) |
| All appropriate risk assessments guidance and hiring documentation is completed for community use of the site | Marion Piacenza (SBM) |
| All community users are registered and made aware of emergency procedures | Marion Piacenza (SBM) |
| Adequate trained first aid cover is available for on/off site activities | Karen Wadforth (Administrator) |
| Periodic checks are made of the first aid arrangements and containers | Karen Wadforth (Administrator) |

| Finance Manager's Responsibilities | Named person |
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| Organise the planned programmed maintenance of plant and equipment | Marion Piacenza (SBM) |
| Maintain accurate records of all equipment and resources | Zara d'Archambaud (HT) Subject Leaders |
| Arrange for the annual testing programme (PAT) | Marion Piacenza (SBM) |
| Purchase and maintain all equipment and resources to OCC prescribed standards | Marion Piacenza (SBM) All staff |
| Site Manager's Responsibilities | Named person |
| Ensure that the school follows the RLT procedures <ul style="list-style-type: none"> ● When selecting a contractor ● When completing a Self Financed Improvement Project (SFP) ● When liaising with contractors over health and safety matters ● When monitoring health and safety issues on-site regarding either County Council or school appointed contractors. | Zara d'Archambaud (HT) Marion Piacenza (SBM) |
| Carry out daily checks of the site and take appropriate remedial action. | Duncan Willbery Caretaker |
| Prioritise and progress the maintenance books. | Marion Piacenza (SBM) |
| Review progress with the Health and Safety Governor (Ken Meek) termly. | Marion Piacenza (SBM) |

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| Ensure all employees and contractors are fully briefed on health and safety issues. | Zara d'Archambaud (HT) Team Leaders |
| Complete all relevant site risk assessments. | Marion Piacenza(SBM) Zara d'Archambaud (HT) |
| Ensure all maintenance employees are trained and competent to undertake their tasks safely. | Marion Piacenza (SBM) Zara d'Archambaud (HT) |
| Carry out termly fire drills, weekly fire tests, check fire extinguishers and maintain the Fire Safety Folder. | Marion Piacenza (SBM) |
| Carry out monthly water temperature tests and maintain the \Water Hygiene Folder. | Marion Piacenza (SBM) |
| Alert the Head of Establishment to issues of security and lone working. | Marion Piacenza (SBM) |

Teachers' Responsibilities

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| Produce health and safety risk assessment guidance and documentation as appropriate especially in Art, Design and Technology, ICT, Science, PE, Off site activities |
| Ensure all hazardous equipment and materials are appropriately marked, assessed, maintained and used by a competent person. |
| Advising colleagues on the completion of risk assessments and ensuring they are carried out, reviewed periodically and recorded. |
| Annually undertake training needs analysis for all staff in own subject. |
| Ensure health and safety is a standing item on al agendas. |
| Check that pupils are aware of health and safety issues and that these are being continually reinforced. |

All Employees' Responsibilities

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| Co-operate with health and safety requirements |
| Report all defects in the maintenance book which is held in the office |
| Complete and action risk assessments for all potentially hazardous on/off site activities |
| Use, but not misuse things provided for your health, safety and welfare. |
| Do not undertake unsafe acts. |
| Inform Head of Establishment of any 'Near Misses'. |
| Be familiar with the emergency action plans for fire, first aid, bomb, security and off site issues and for major incidents. |
| Raise health and safety and environmental issues with pupils |
| Read and <u>understand</u> the school's safeguarding policy, Code of Conduct, Behaviour Guidelines and Keeping Children Safe in Education. Follow the school's safeguarding procedures and report any concerns immediately to the Designated Safeguarding Lead (Zara d'Archambaud). The Deputy Safeguarding Leads are Kim Guiry (Inclusion Manager), Karen Wadforth (school Administrator), and Rebecca Honey (Foundation Stage Lead). The Safeguarding Governor is Sarah Brush. |
| Complete Generalist Level Safeguarding Training every three years and Prevent training. |

Discussed and agreed:

Post Holder:

Line Manager:

Date:

