



JOB DESCRIPTION

Designation of Post: Teaching Assistant

Contract: Fixed Term, 30 hours per week. Term time only including staff development days.

Responsible to: Element Centre Strategic Lead

JOB PURPOSE

To work under the 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.

Specific Duties and Responsibilities

1. Support for Pupils

- To promote pupils' development in a safe, secure, challenging environment
- To have regard for the safety and well-being of the pupil at all times
- To meet the physical/medical needs of the pupil according to a pupil's individual care plan whilst encouraging independence wherever possible. Medical needs include the administration of medicines by mouth or other medical procedures provided appropriate training has been given by an appropriate person.
- To develop an understanding of the pupil's specific needs in order to help them learn as effectively as possible
- To participate in pupils' play and extend and stimulate language through conversation
- To focus on individual pupils to ensure their needs are being met within the group.
- To encourage inclusion within the classroom
- To display pupils' work to reflect their achievement
- To encourage good personal hygiene and assist with necessary self-help skills (feeding, toileting, dressing etc.)
- To encourage pupils to interact with others and engage in activities led by the teacher



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- To assist in the supervision of pupils on outings and visits
- To support the development of pupils' social and communication skills.

2. Support for Teachers

- To liaise with teachers regarding the daily/weekly programme of activities and events
- To work with other staff delivering Individual Education and Health Care Plans
- To set out, prepare, use, tidy and clean equipment after use. Assist in the general preparation and tidying of the classroom
- To gather information from parents/carers as requested
- To be aware of pupil problems/progress/achievements and report to the teacher as agreed
- To support pupil record keeping as requested
- To provide clerical support e.g. photocopying. filing, receiving and passing money to an identified person
- To work within the established behaviour policy to anticipate and manage behaviour constructively, promoting self-control and independence.

3. Support for the Element Centre

- To work alongside other professionals in assessing children's progress/needs
- To attend appropriate staff meetings as required
- To assist with the general supervision of pupils during breaktimes and/or when required
- To work as a member of the staff team in all relevant activities to develop the Element Centre
- To ensure knowledge of all Element Centre policies and implement them as relevant to their role in the life of the Element Centre, promoting the ethos of the centre
- To be aware of all Health & Safety issues
- To assist with the general supervision of pupils during breaktimes and/or when required
- To treat all information relating to a pupil as strictly confidential, and refer all enquiries, other than from professionals to the Element Centre Strategic Lead



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- To be a proactive member of the Element Centre team
- To attend relevant professional development to update knowledge.

4. Support for the Curriculum

- To prepare and undertake specific activities and supporting pupils to understand instructions and in respect of any learning strategies
- To support pupils in using basic ICT as directed, developing pupils' competence and independence in its use
- To set out, prepare and maintain equipment, indoors and outdoors

GENERAL

- The Teaching Assistant may be called upon to perform other duties that the Element Centre Strategic Lead considers reasonable, that are commensurate with the grading and designation of the post