



Springfield School Job Description

Job Title:	Teaching Assistant
Salary / Grade:	Grade 6
Hours:	8:30 - 3:00 (Wood Green) / 8:45 - 3:15 (Bronze Barrow) 1hr and 15 minute class meeting each week $\frac{1}{4}$ morning break [paid to allow for class meeting time each week] and $\frac{1}{2}$ lunch break. Paid for 3 INSET days per year
Contract type:	Permanent and Temporary - to be confirmed
Responsible to:	Class Teacher initially and then Senior TA / SLT
Review of Role:	Annually at Appraisal meeting

Main Purpose of the job:

- To uphold and work towards the school's vision, values and aims, supporting the school's ethos and mission.
- To support the teacher and colleagues with the organisation and teaching of individual educational programmes, behaviour support and well-being of pupils.
- To be a positive member of the school team.
- To enable pupils and their parents/ careers to make the most effective use of the educational opportunities offered.
- To participate in personal professional development to support your own job effectiveness and to support the priority areas identified in the School Development Plan.
- To support and encourage opportunities for integration and inclusion wherever appropriate.

Applicable contract terms and duties

This job description is to be performed in accordance with the duties set out by the school for Teaching Assistants and to locally agreed conditions of employments to the extent that they are incorporated in the post holder's individual contract of employment. Copies of the relevant documents are available for inspection at the school.

Key Tasks

The specific areas of responsibility for TAs will depend upon which class they are based in and they should follow guidance from the class teacher. Tasks can include:

- Support the teacher in creating an organised and vibrant learning environment.
- Support pupils in their learning under the direction of the teacher.
- Assist the class teacher with observations of pupil progress and school's record keeping systems including the filing of children's work.
- Support pupils to work on individual educational priorities [IEPs] and assist the teacher with the recording and setting of objectives.
- Preparation of the classroom for pupils' activities, tidying and clearing away, cleaning of equipment and help maintain an ordered and attractive classroom.
- Creating a Total Communication environment with support from the teacher
- Supporting pupils in mainstream classes where appropriate under the guidance of the teacher.



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- Taking responsibility for the class or a group of pupils, with guidance from the teacher when the teacher is not in the room e.g. break time, Hydro swim, or meeting with other professionals, appraisals etc for no longer 3 hours.
- Being committed to working with pupils with special needs including those that display behaviours of concern and have a range of learning difficulties.
- Carrying out personal care of pupils. This may include cleaning and changing nappies/ pads, using a catheter, washing or showering pupils, teeth cleaning etc. Assist with the development of toileting, which can include following individual toileting programmes.
- Assist with the development of feeding, which can include gastrostomy feeds.
- Administering medication or carrying out complex care procedures in line with individual protocols after training by the school nurse.
- Moving and handling of pupils including the use of hoists, carrying out physiotherapy and OT programmes as advised by the class teacher, physiotherapist and OTs.
- Support pupils to develop self-help, social and emotional skills.
- Work as part of a team to support and manage pupils' behaviour by following the school's positive behaviour policy and individual pupils' positive behaviour support plans. This may include recording on behaviour and undergoing behaviour support and physical intervention training.
- Have knowledge of and always follow the School's Health, Safety and Well-Being and Safeguarding policies, procedures and guidelines to ensure pupils safety and well-being at all times.
- Maintaining good working relationships with colleagues, parents, professionals and other agencies.
- Treat all information concerning pupils and school matters as confidential at all times.
- Attend all required Health, Safety and Safeguarding training courses either after school or on INSET days and attend continuing professional development training.
- Assisting pupils at the swimming pool by working with or supporting them in the water (the ability to swim is not essential).
- Drive the minibus if authorised by the LA (not compulsory) ensuring pupil safety by using specialised fixings for wheelchairs and use of seatbelts.

This job description is not your contract of employment, or any part of it. It has been prepared for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but will be reviewed annually.

Signature of Post Holder _____ **Date** _____

Signature of Head Teacher _____ **Date** _____

Agreed by Governors 18th April 2016 Updated September 2019