



REGENCY HIGH SCHOOL

JOB DESCRIPTION: Teaching Assistant Grade 2

GRADE: TA 2 point range 14 – 17 with SNA

REPORTING TO: Class teacher/designated supervisor

SUPERVISORY RESPONSIBILITY: None.

SUPERVISION RECEIVED: Classroom teacher/designated supervisor.

JOB PURPOSE:

To support the classroom teacher with their responsibility for the development and education of children with special physical, emotional and educational needs, by utilising detailed knowledge and specialist skills.

RESPONSIBILITIES, DUTIES AND TASKS:

Under the direction of and within an education plan provided by the classroom teacher:

- Supervise the activities of individuals or groups of children to ensure their safety and facilitate their physical and emotional development.
- Use specialist skills to undertake those activities necessary to meet the physical and emotional needs of pupils.
- Use specialist skills to foster the intellectual and social development of children.
- Undertake those activities necessary to meet the physical and emotional needs of individuals and groups of children, including pupils with educational, physical or emotional special needs.
- Undertake those activities necessary to foster the intellectual and social development of children.
- Within competence to assist the teacher in the delivery of educational and developmental work programmes.
- To monitor and report individual children's progress, achievements, problems and developmental needs to the classroom teacher or designated supervisor as appropriate.
- Assist the classroom teacher in the planning of work programmes for individuals and groups of children.
- Assist the class teacher with learning activities in the classroom;
- Contribute, if requested, to the formulation of Individual Education Plans including attendance at SEN reviews and any other meetings relevant to the pupils;
- Carry out appropriate activities as planned with the classroom, or beyond, or with groups of pupils, including administering baseline assessments;
- Present and display pupils' work to a high standard;
- Prepare and organise teaching resources including the checking and maintaining of classroom equipment and materials, including the control of stock within the classroom;
- Assist with the physical management of equipment;
- General supervision duties, including counselling and supporting the behaviour management of the pupils, within the school's agreed policies;
- Assist the teacher, as required, in liaising with parents and other professionals;
- Assist at an appropriate level with the provision of the general care and welfare of the pupils including;

- Assist with the personal hygiene routines of the pupils including bathroom management, dressing and undressing, teeth cleaning etc.;
- Change soiled clothing and dispose of it in an appropriate manner;
- Assist in all the physical management needs of the pupils including their safe positioning, hoisting and physical management;
- Assist with the administering of medicines under the direction of the appropriate medical staff;
- Assist with specific feeding or invasive medical procedures under supervision and according to the school's policies and procedures;
- Assist with the identification and monitoring of pupils' general medical, health and welfare needs;
- Help the teacher in designated tasks;
- Support pupils in their independence by assisting them with tasks;
- Answering questions from pupils;
- Provide support for the Literacy and Numeracy Strategies;
- Assist with the supervision of pupils within the school according to agreed policies and procedures;
- Assist pupils to access the normal routines of the classroom;
- Prepare or modify work and activities under the direction of the class teacher and support the child in carrying this out;
- Assisting in the implementation of programmes designed by other professionals such as educational psychologists, and speech and language therapists.
- Contribute to meetings to discuss specific children's progress and needs;
- Assist with the provision of the general care and welfare of the pupils and be mindful of the need to maintain a safe environment at all times;
- Adhere to and maintain the routines of the school and appropriate codes of conduct;
- Support the ethos of the school and work collaboratively and supportively with other colleagues;
- Assist with the support of group activities within and away from the classroom, including P.E., swimming and educational visits;
- Ensure that pupils are able to safely use the equipment and materials provided and to be aware of the range of resources available;
- Promote pupil independence in learning and reinforce pupil self-esteem through praise and encouragement;
- Assist with the promotion of independence activities and mobility and self-help skills;
- Maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training;

GENERAL DUTIES:

- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- To undertake health and safety duties commensurate with the post with consent of employee and/or as detailed in the School's Health and Safety Policy.

QUALIFICATIONS REQUIRED (essential):

Qualified Status (**Teaching Assistant should hold Maths & English GCSE qualification at Grade C or above and a qualification at Level 3 or above.**)

The ability to support pupils and staff and communicate with parents through fluent and accurately spoken English

PRINCIPAL CONTACTS:

Pupils, parents, classroom teacher/supervisor, other professional groups, other Teaching Assistants.

In all contacts the post holder will be required to present a good image of the School as well as maintaining constructive relationships.

NOTES:

- This post is subject to a criminal record check.
- The Head teacher reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.
- Reasonable adjustments will be considered as required by the Equalities Act.
- The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the School's Equal Opportunities Policy..
- The English fluency duty applies to this post. Person specifications should include that the post holder must have the ability to support pupils and staff and communicate with parents through fluent and accurately spoken English

Prepared by: Sarah-Jane Hughes

Date: December 2017