



REGENCY HIGH SCHOOL

Job Description: Teaching Assistant Grade 3

SCOPE OF THE POST:

Working collaboratively with the classroom teacher supporting the physical management and care of pupils, including the implementation of specific programmes of work, demonstrating detailed knowledge and the application of specialist skills and being fully involved in all stages of the planning cycle.

ROLE AND RESPONSIBILITIES:

Within the agreed policies and expectations of the post and the operational framework devised by the class teacher:

- Supervise the activities of individuals and groups of pupils to ensure their safety and facilitate their physical and emotional development;
- Use specialist knowledge and skills to undertake those activities necessary to meet the physical and emotional needs of individuals and groups of pupils, specifically pupils with a range of educational, physical, social and emotional special needs;
- Use specialist knowledge and skills to foster the cognitive and social development of the pupils and undertake the tasks and activities required to develop them;
- Monitor individual pupil's needs, progress, achievements and engagement and report them to the designated supervisor as appropriate;
- Actively engage in the planning and delivery of educational activities and programmes of work and assist in the personal and individual development of individuals or groups of pupils;
- Work collaboratively with the class teacher in the planning of work programmes and activities for individuals and groups of pupils;
- Be fully involved in all stages of the planning cycle to ensure the full and effective evaluation of pupils' curriculum experiences (i.e. planning for pupils' curriculum experiences, organising and managing learning resources, directing experiences and activities, assessing the quality of experiences and recording achievements);
- Co-ordinate the work of an individual or a group of Teaching Assistants, including on the job training and induction of other Teaching Assistants.

SPECIFIC DUTIES:

Working collaboratively with the class teacher:

- Collaborate with the class teacher in the overall delivery of learning activities in the classroom, and with communication with pupils and groups of pupils;
- 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 assessments and recording the information;
- Prepare, set up and organise displays of work to a high standard to contribute to the creation of an appropriately stimulating learning environment;

- 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, external agencies and other professionals;
- Assist at an appropriate level with the provision of the general care and welfare of the pupils;
- 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;
- Provide support in Literacy and Numeracy, including the provision of Provision Teaching activities, as required;
- 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;
- Contribute ideas, materials and learning strategies to support lessons within and beyond the school environment;
- 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;
- Supervise group activities within and away from the classroom, including 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;
- Organise and deliver an activity or skills programme with individual pupils or with groups;
- 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;

- Contribute to the planning of work to meet the needs of the National Curriculum, the Secondary Strategy or 14 – 19 curriculum diversity;
- Co-ordinate the work of, and liaise with other designated Teaching Assistants within the school, including the provision of induction and on the job training.

QUALIFICATIONS REQUIRED:	Qualified Status Essential
SUPERVISORY RESPONSIBILITY:	Co-ordinate a designated group of staff
SUPERVISION RECEIVED:	Class Teacher / Designated Staff
PRINCIPAL CONTACTS:	Pupils, Parents, Teachers, Colleagues, External Agencies, Other Professionals