

## **JOB DESCRIPTION**

<b>School</b>	Glyne Gap
<b>Post</b>	Teaching Assistant
<b>Salary Grade</b>	2 – 4
<b>Responsible to</b>	Headteacher

Teaching Assistants work as part of a team to promote progress in all areas, including independence, acceptable behaviour, social skills and self-advocacy, with all pupils with whom they have contact, irrespective of the nature and complexity of the pupils learning difficulties or disabilities.

Below are the areas of responsibility and then the duties needed to fulfil these responsibilities.

**1. Acting as part of the class team within the overall direction of the class teacher, to implement children’s educational, personal care and therapy programmes and to take responsibility for the class in the absence of the teacher.**

Duties (within the classroom)

- To implement/supervise teaching/work sessions with individual or groups of pupils.
- To become familiar with all children’s individual programmes and all methods of record keeping. To assist with the planning of individual pupil’s work through discussion and record keeping.
- To liaise with parents, other agencies and therapists whilst respecting and acknowledging pupils and parents’ rights to confidentiality.
- To report any accidents or hazards immediately, filling in the accident and incident book and following school procedures.
- To prepare classroom/teaching areas, equipment and resources for each session as required, including furniture, seating, teaching aids, materials etc.
- To clean and tidy all work areas after sessions as required.
- To follow individual toileting and personal hygiene guidelines respecting pupils and ensuring their dignity is maintained at all times.

Duties (outside the classroom)

- To supervise the safe and sensible arrival and departure of pupils.
- To carry out lunchtime duties as directed. This will include: Assisting pupils to follow individual self help programmes. Helping to implement and supervise constructive use of play and leisure time.
- To implement and supervise offsite educational experiences such as riding, swimming and learning in the community as directed.
- To support students vocational experience placements.
- To support pupils integration placements, liaising where necessary.

**2. Be a full member of the school staff participating and contributing to the school's systems for communication, consultation and decision making.**

Duties

- Attend weekly class team meeting.
- Attend weekly briefing meeting.
- Attend termly full staff meetings after school

**3. Become as well informed and skilled in all aspects of working with children with SLD/PMLD, and pass those skills on to others.**

Duties

- Attend the 5 'School Staff Development' days.
- To become as well informed and skilled as possible by participating in professional development opportunities.
- Ensure personal understanding of general lifting techniques and specific methods of lifting individual children.
- To ensure professional understanding of general principles of first and aid resuscitation.
- Undertake training and induction of new members of staff and students on work placements.
- To administer routine and emergency medication as appropriate and follow medical procedures e.g. gastrostomy feeding, tracheotomy care etc as required by individual children. Guidance and training will be given from an experienced member of staff, health professional or competent parent.
- To be assessed on a bi-yearly basis by a senior staff member on current performance and future professional development.

### **Equal Opportunities**

All the above duties should be carried out in accordance with the Education Department Equal Opportunities Policy.

At Glyne Gap School we believe that all pupils and staff should be treated with equal respect dignity, courtesy and consideration

It is our shared responsibility within our school, to ensure that we

- promote equality of opportunity
- work towards eliminating discrimination

### **Child Protection**

We are a school where learning and personal development takes place in a climate of trust and confidence and where we value everyone's unique contribution to our community. The school

is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. We have a Child Protection Policy and procedures in place.

### **Professional Development**

Glyne Gap School is a learning community, which believes in the professional and personalised learning of **all** staff.

Induction - The purpose of Induction is to give information which enables new staff to know how we work as a school – our culture, ethos, values and beliefs. Induction is a long term commitment which can be updated as and when required.

Continuing Professional Development - CPD recognises the strengths, skills, expertise and contributions of all members of staff and encourages them to be confident, skilled and value themselves as 'the richest resource'. CPD includes any activity that increases staff knowledge or understanding, and their effectiveness in school. It is a means of improving the quality of the education of the pupils; it can help raise teaching and learning standards and improve job and career satisfaction. CPD responds to the needs of individuals through performance management and it supports school development in a planned, systematic way.

*This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.*