



The Federation of Holy Trinity and Little Marlow Church of England (VA) Schools

## Full time Teaching Assistant Job Description

Responsible to: Head of School

Grade: Range 1B

### Duties and Responsibilities

To work with individual children having additional, or particular, needs and/or groups of children - as directed. The following does not represent an exhaustive list but gives an indication of the role of the post. The post-holder will have a good, general education and may be expected to possess a relevant qualification e.g. NNEB or NVQ equivalent. They will be expected to have had experience in working with, and be able to relate to and empathise with, children.

### 1. Working with Children

Under the guidance/ direction of relevant member(s) of the teaching staff/SENCO:

- To work with individuals or specific groups of children on activities, such as: -
  - reading, writing (interventions)
  - practical, creative, physical activities
  - the use of specialised equipment e.g., computers.
- To assist with the supervision of children: -
  - within classroom settings
  - during collective worship
  - on outings and educational visits
  - using cloakrooms/ washrooms (only if SEN)
  - changing before/after recreational activities
  - not participating in an activity.
- To constructively help children to participate in activities by adapting and/or interpreting lessons and instructions accordingly. To refocus children and ensure that they are 'kept on task'.
- To guide and assist the development of children's: -
  - social behaviour, attitudes and skills independence skills
  - language, literacy, mathematical, scientific, technological, manipulative and physical skills.
- To assist with the implementation of specific learning, behavioural modification and therapy programme(s).
- To support children with sensory/ physical problems - as and when necessary, e.g.: -
  - assist in mobility training
  - assist in the provision of physical management programmes
  - assist with alternative methods of communication with non-communicative children.
- To assist in the formulation, implementation and maintenance of SEN support plans as prepared by the class teacher or SENCO.

### 2. Planning and Organisation

- To participate in the planning process and discuss with relevant members of the teaching staff programmes for the lesson/ day/ week/ term.
- To assist with the general management and organisation of children and resources/ equipment which relate to the support of children.
- To assist with the planning, organising and supervising educational visits and outings.
- To participate in the planning process and contribute to the formation of: -
  - strategies and appropriate future patterns of study

- SEN support plans (if relevant)
- Education Healthcare plans (EHCP).

### **3. Assessment of Children**

- General observation of children, giving feedback to appropriate staff - as relevant.
- To monitor children's progress, or otherwise, identifying particular needs, difficulties, problems and, to discuss these with relevant member(s) of the teaching staff.
- To keep formal records of activities undertaken and retain evidence of developmental achievements
- To assist with assessment of activities, e.g., baseline/key stages.
- To provide information for, and contribute to, the annual review process and/ or case conferences.
- To attend any relevant meetings concerning the social and/ or educational needs of the child(ren) – as required/directed.

### **4. Classroom Preparation**

- To prepare classroom and associated areas for use, setting out/putting away equipment, apparatus etc.
- Make up and maintain work or topic cards/ sheets/ books and other teaching aids - as necessary.
- To prepare work and notices for display, or other, purposes. Assist with / arrange displays.

### **5. Care and Welfare**

- To assist with support care/first aid - when necessary. Similarly, to enter details of accidents in the record book and to deal with minor medical etc.
- When necessary, to issue prescribed medication - in line with the school's policy and procedures and following prior agreement with the parent(s).
- To ensure Health and Safety regulations are complied with at all times.
- To support children at break and lunchtime

### **6. Professional Relationships**

- As necessary, to liaise with appropriate members of staff and, as directed, with parents, and representatives from professional support services e.g., health visitors, school nurse, social workers, psychologists and other agencies.
- To support persons undertaking training and work experience.
- To liaise with the School's Special Needs staff - as required and to contribute to the needs of the Governing Body in relation to SEN, via the SENCO.

### **7 Administration**

- To undertake specific administrative tasks - associated with those children receiving special care or attention - as relevant and directed.

### **8. Other Associated Tasks Such as: -**

- attending and contributing to staff meetings/INSET – as appropriate
- attending relevant courses/ training to develop experience and broaden awareness
- participating in all aspects of School life
- Reinforcing the standards and expectations that exist within the school.
- To undertake any other duty as may be requested and required by the Head of School without changing the general nature of the post.
- To ensure that confidentiality is maintained at all times.
- To promote the positive image of the school within the local community.
- To participate with the school's appraisal process.

**The duties of this post will be reviewed annually and may vary from time to time without changing their general character or level of responsibility entailed.**