

## **JOB DESCRIPTION**

**POST TITLE:** Teaching Assistant

**LOCATION:** Durants School

**GRADE:** Scale 3

### **PURPOSE OF JOB**

To provide support to pupils and students at Durants School, all of whom have complex needs or autism.

### **RESPONSIBILITIES**

To provide care, welfare and support in the education of pupils and students to enable them to participate and develop their abilities in a caring and challenging environment. To be a team member of a class and a department as well as the whole school.

### **DUTIES**

1. **General Assistant/Classroom Support**
  - 1.1 Provide support in the classroom, under the direction of the class teacher, for all aspects of learning appropriate to the age and ability of the pupils and students.
  - 1.2 Assisting teacher in implementing individual education plans either in groups or on a one-to-one basis. This may include the provision of practical and educational assistance in PE and swimming.
  - 1.3 Maintaining the classroom and equipment in a tidy condition, including the hygienic maintenance of pupil's equipment and accessories.
  - 1.4 Encourage communication and language skills. This may include working with children on programmes devised by speech therapists, eg: signing and speech, and will therefore require an understanding of pupils who use non-verbal communication.
  - 1.5 Assist with the physical management of pupils and students who have physical disabilities.
  - 1.6 Contribute to record keeping by recording observations of pupils and students during the school day.
  - 1.7 Receive pupils and students from the buses in the morning and to assist them to their class. At the end of the day to supervise and assist pupils ensuring that they board the bus safely.
  - 1.8 Assist pupils and students at lunchtime on a one-to-one basis or in a small group. Supervise pupils in the playground or within a classroom at mid-morning break and at lunchtime.

- 1.9 Assisting with off-site educational visits, eg: shopping trips, library visits, etc on a one-to-one and/or group basis. This may occasionally involve residential visits on a voluntary basis. Collect personal equipment or medication needed during the trip, under the direction of the relevant teacher.
- 1.10 Assisting the class teacher and scale 6 teaching assistant with the supervision and training of students on placement.
- 1.11 Supporting pupils and students on integration placements and college links and to be familiar with the School's Integration Policy.

## **2. Welfare and Individual Needs of Pupils and Students**

- 2.1 Assist with the personal needs of the pupils and students ensuring that the dignity and privacy of the pupils is always maintained.
- 2.2 Be fully aware of the child protection procedure of the School and to report any concerns regarding pupils safety and welfare to the Headteacher or designated child protection teacher immediately.
- 2.3 To be trained too use the APPROACH physical intervention strategies and use the relevant techniques as required.

## **3. Contact with Parents and Others**

- 3.1 Liaise with school's transport escorts and drivers regarding the safe arrival and departure of all pupils and students.
- 3.2 Liaise with the School Nurse, Speech and Language Therapist, Premises Manager and administration personnel regarding individual children.
- 3.3 Attend staff/team meetings/development sessions before or after school, as required, with the class teacher or Head of Department, as part of a team approach to pupil support.
- 3.4 Act as an escort, as required, if pupils need to be taken to hospital or home.
- 3.5 Liaise with other school staff as necessary. Be familiar with the internal telephone and paging systems to ensure relevant staff can be contacted quickly in an emergency.

## **4. Medical Support**

- 4.1 Be aware of pupils medical conditions including allergies and epilepsy and the procedures prescribed for individual pupils.
- 4.2 To receive training from the School Nurse on administering prescribed medication or medical procedures as necessary, ensuring the school's policy on the administration of medication is adhered to.
- 4.3 All staff to train in first aid and provide first aid to pupils as required.

## 5. Other Duties

- 5.1 Provide such basic clerical support as is necessary, e.g. duplication of materials.
- 5.2 To be familiar with the School's policy on security and to ensure it is adhered to.
- 5.3 To ensure that duties are undertaken with due regard to the Council's Health and Safety Policy and to their personal responsibilities under the provisions of the Health & Safety at Work Act 1974 and all other relevant subordinate legislation.
- 5.4 All staff have a responsibility to ensure they familiarise themselves with the risk assessments and Individual Behaviour Plans (IBP's) for all the pupils they work with. Staff must ensure they follow the safe systems of working outlined in the Risk Assessment and IBP.
- 5.5 Providing any necessary assistance with school events, e.g. parent meetings, fund raising events and social events on a voluntary basis.
- 5.6 Participate in any necessary training and use the information to support further development in the school as required, both on and off-site including INSET days.
- 5.7 Any other temporary duties, as determined by the Headteacher or Governors, which are consistent with the basic objectives and/or duties of the post.

**All schools in Enfield are committed to safeguarding and promoting the welfare of children and young people and anyone working in Durants is expected to share this commitment.**