

The Abbey School

Job Description

BANK TEACHING ASSISTANT

The Abbey School is a special school which is part of the Weydon Multi Academy trust. We provide for children between the ages of 11-16 with learning difficulties and communication disorders. All pupils have statements of special educational needs. The school is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to demonstrably share this commitment.

The school's aim is to provide an environment which will enable pupils to grow in confidence, self-esteem, knowledge and understanding; also to equip them with the skills essential for a successful and independent life.

POST TITLE - Teaching Assistant

JOB PURPOSE - To assist pupils in their learning by working in partnership with the class teacher.

DUTIES TO INCLUDE

- To assist pupils on an individual or group basis including personal care (and toileting where required) and the administration (or witnessing of the administration) of prescribed medication.
- To support and carry out instructions from the class teacher.
- Assist in the setting of targets, monitoring and evaluation of pupils.
- Promotion of positive behaviour.
- Recording and liaison of information to relevant staff.
- Implementation of school policies and procedures in relation to learning support.
- Attend in-service training or appropriate training opportunities including First Aid and Manual Handling training and put these into practice.
- To undertake, where required, Speech and Language Therapy training and Occupational Therapy training to enable you to assist in carrying out SALT and OT programmes.
- To undertake additional responsibilities within the school environment as directed by the SENCO

Hours: When required.

Salary: Pro rata WA4-10 to WA4-16

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Person Specification

Teaching Assistant

- The ability to communicate clearly and effectively with pupils, staff and parents/carers.
- An understanding of the way children learn
- Good organisational skills
- Must be enhanced DBS cleared
- Must be Children's Barred List cleared

Personal qualities:

- Friendly, caring, patient, fair, and consistent.
- Calm under pressure and level headed in emergencies
- Enthusiastic with a positive attitude.
- A supportive member of school activities.
- Keen to keep on learning.
- Accurate record keeping
- Team player
- Sense of humour

JOB PROFILE

This job profile recognizes the requirements of the current pay and conditions regulations and reflects the vision, aims and policies established by the Governors of the school.

Job Title: Teaching Assistant

Job Purpose: To support the learning of pupils both in and out of the Classroom.

Accountable to:

For management: To SENCO
To carry out any reasonable tasks as requested by the Headteacher

For appraisal: - see cycle

Key Accountabilities	Key Tasks
Policy and Leadership	To implement school policies and be aware of and follow agreed procedures
Management of Teaching & Learning	To work in partnership with teachers to implement learning programmes
Management of people	To attend school INSET TA meetings To report concerns to class teachers To deal sensitively with individual needs, maintain appropriate confidentiality. To undertake all required training
Management of resources	To ensure quality learning environment that is well cared for. Prepare and adapt resources as necessary.

Attendance at school functions would be greatly appreciated.

TA Job Roles

Role may include any or all of the following:-

- Participate in all areas of the curriculum
- Carry out IEPs established by the teacher with students
- To take responsibility for the general welfare of students. To dress and undress students and assist them in the changing rooms and toilet where appropriate and deal sensitively with incontinence and menstruation, etc.
- To administer prescribed medication (or witness the administration of prescribed medication) when required
- To supervise work on tasks planned by the class teachers
- Provide guidance and support to enable students to find answers to questions and to complete set tasks
- Listen to students read
- Provide individual attention for a student where necessary, with the teacher's guidance
- Accompanying students on visits, trips and outings
- Supervise students changing for PE and escort them to specialist areas
- Supervise students during break and lunchtimes
- Assisting teachers with display work
- Preparing equipment and helping to clear things away
- Volunteer to drive the school vehicles
- Undertake relevant training including First Aid and Manual Handling in order to use them in school and out on trips/visits
- Transport students to and from work experience/integration with other school
- Be aware of the contents of home school/school contact book and when directed to by a teacher, write in this book
- Be a good time keeper
- Collect money
- Chase absences
- Bulk photocopying
- Record keeping and filing
- Analyse attendance figures
- Invigilating exams
- ICT troubleshooting
- Stocktaking
- Cataloguing resources
- Lead small groups