

KING EDWARD VI GRAMMAR SCHOOL

TEACHING ASSISTANT

JOB DESCRIPTION	
JOB TITLE: TEACHING ASSISTANT	
GRADE: SCP GRADE 11-16	HOURS/WEEKS: 19.5 hours per week (over 3 days) for 38 weeks per year (plus 1 week development and support) (actual working hours to be confirmed)
REPORTS TO: SEND Co-ordinator and Head of Learning Support	
1.	PURPOSE OF JOB: To work with individual children having special or particular needs, in accordance with the child's statement or EHCP where appropriate and/or groups of children as directed by the teacher/SENCO. To provide support across a range of pupil centred activities to promote child development and learning. Particular knowledge of dyslexia issues would be an advantage.
2.	MAIN RESPONSIBILITIES, TASKS & DUTIES <u>School Related:</u> a. Act in accordance with school policies and procedures and relevant legislation, particularly in relation to child protection and behaviour management. b. Assist with the development of Individual Education Plans and Pupil Profiles. c. Be familiar with the use of specialist equipment. d. Monitor children's needs and reporting these to a designated person. e. Keep records as required by the school. f. Have familiarity with all relevant EHCPs or statements of special educational needs specific to the child.

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	<p><u>Child Related:</u></p> <ul style="list-style-type: none">a. Promote development and learning (physical, emotional, educational and social). Foster growth, self-esteem and independence, observe and record development.b. Observe and report on identified pupils in and out of the classroom.c. Support those with special needs.d. Carry out reasonable daily personal care/hygiene duties and administer basic first aid.e. Undertake risk assessments for injured pupils.f. Assist with the movement of children in and around the school.g. To attend staff meetings, relevant INSET staff training sessions and other ad-hoc meetings.
	<ul style="list-style-type: none">h. To supervise pupils in designated areas of the school at lunchtime.i. To be responsible for specific routine administrative tasks as assigned.j. To help as directed at School Open Days/Evenings.k. To undertake any other agreed tasks as may be determined from time to time within the general scope of the post of Teaching Assistant.
3.	<p>MANAGEMENT OF PEOPLE</p> <p>SUPERVISION OF PEOPLE</p> <p>No direct line management responsibility but is required to support other Teaching Assistants which may include being shadowed or assisting with induction.</p>
4.	<p>CONTACTS AND RELATIONSHIPS</p> <p>Direct contact with pupils and other employees at the school. Occasional contact with parents/carers, members of the public and other professionals.</p>

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5.	CREATIVITY AND INNOVATION Required to follow policies and procedures but may need to be creative when making suggestions to resolve child centred problems and when assisting with developing activities. Must understand and utilise a range of strategies and techniques to control the pupils, deal with classroom behaviour as a whole and also address individual behavioural needs.
6.	DECISIONS
	a. Discretion – Must act in accordance with school policies and procedures and relevant legislation, particularly in relation to child protection, behaviour management and rewards/sanctions policy.
	b. Consequences – Impact would be to a child or group of children and be easily identified and rectified.
7.	RESOURCES - Learning resources.
8.	WORK ENVIRONMENT
	a. Work Demands – The work may sometimes be unplanned and reactive due to short notice of classes to be covered.
	b. Physical Demands – School based, limited physical effort required but standing for much of the day.
	c. Working Conditions – Work normally performed in a heated, lit and ventilated environment; may be exposed to moderate noise.

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	<p>d. Work Context –</p> <p>Potential risk to well-being through undertaking personal care, first aid or management of pupil behaviour. May have limited exposure to abuse/aggression from pupils, parents/carers and visitors.</p>
9.	<p>KNOWLEDGE AND SKILLS</p> <p>Essential:</p> <ul style="list-style-type: none">• GCSE, or equivalent, at Grade C or better, in Maths and English• Experience of working with children with SEND• 1 years' experience in an administrative (or similar) role• Experience of dealing with difficult situations where the need for diplomacy, assertiveness and initiative is required• Good standard of written English• Good organisational skills and the ability to work under pressure• Flexible attitude and ability to work as part of a team• Reliable, organised and able to organise others• Able to liaise effectively at a range of levels• Good interpersonal skills• Competent use of Microsoft Office software and databases, with proven keyboard skills• Aptitude for working with a range of IT packages and databases• Experience of dealing with incidents requiring first aid • Holder of a First Aid qualification, or a willingness to train <p>Desirable:</p> <ul style="list-style-type: none">• Understanding of health and safety; and ability to adhere to school policy• Knowledge of working in a school environment
10.	<p>GENERAL</p> <p>Other Duties –</p> <p>The duties and responsibilities in this job description are not exhaustive There may be a requirement to undertake other duties that may be needed from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be discussed with the post-holder.</p> <p>The role of Teaching Assistant has been identified as significant and business critical to the day to day running of the school and therefore holidays are not permitted to be taken during term-time. Therefore, payment for your annual holiday entitlement is</p>

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included in your annual salary calculation. However the school's standard procedure for leave of absence will apply.

Equal Opportunities –

There is a requirement to carry out the duties in accordance with School Equal Opportunities policies.

Health and Safety –

There is a requirement to carry out the duties in accordance with the Schools' Health and Safety policies and procedures.

Confidentiality –

Maintain confidentiality of information in line with policies and procedures. Any breach of confidentiality would automatically instigate disciplinary action in accordance with the school's disciplinary policy.

All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school.