

## Woodfield School Job Description



**Job Title: Teaching Assistant**

### JOB OUTLINE

**To support the education of pupils who need particular help to overcome barriers to learning.**

### DUTIES

- Attend to pupils' personal needs, including social, health, hygiene, first-aid and welfare matters.
- Provide clerical/administrative support to the assigned teacher, eg. photocopying, typing, filing and record-keeping.
- Assist with the planning and delivery of individual education plans (or other pupil-specific plans).
- Monitor and evaluate pupils' progress and maintain pupil records.
- Use specialist knowledge or experience to support pupils' learning.
- Liaise with parents, carers and professional staff (such as educational psychologists) in order to promote the learning objectives of each pupil.
- Use initiative to develop and implement actions that will promote the integration of the pupil with his/her peers
- Be aware of and support difference and ensure that pupils have equality of access to opportunities to learn and develop

### HEALTH AND SAFETY

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person.

### ADDITIONAL INFORMATION

- The jobholder is required to contribute to and support the overall aims and ethos of the school.
- All staff are required to participate in training and other learning activities, and in performance management and development, as required by the school's policies and practice.

*The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.*

### SUPERVISION

- The jobholder is managed by a member of the school's senior management team
- The frequency of meetings is determined by the school's performance management policies and practice.
- No supervision of staff is involved in this post

## **JOB CONTEXT**

- The jobholder is one of a team of teachers and assistants who support the learning of pupils with severe and complex learning difficulties. Flexibility by all staff is important in order to meet the varied needs of pupils.
- The jobholder is managed by the Head of Department, but may work with several teachers. The jobholder works under the day-to-day direction and supervision of the teacher to whom he/she is assigned.
- The principal focus of the job is to support individual pupils who have special educational needs. This requires the jobholder to be able to adapt his/her work to the specific needs of the pupil (or small group of pupils)

## **KNOWLEDGE EXPERIENCE AND TRAINING** *(desirable not essential)*

- Experience of working with or caring for children of the relevant age
- Good numeracy and literacy skills.
- Basic knowledge of first-aid.
- Ability to use modern technology, including photocopier, digital camera and computer.
- Ability to work in a team.

## **PHYSICAL EFFORT**

- The job will require handling children whose mobility is restricted. Appropriate training and the correct equipment will be provided.

## **WORKING ENVIRONMENT**

- The job will include clearing up blood or other bodily fluids of children. Appropriate training and equipment will be provided

## **CONTACTS**

- The jobholder works with teachers and pupils and is likely to have frequent contact with parents, carers and visiting professional staff, such as educational psychologists.

## **DISCLOSURE AND BARRING SERVICE (DBS)**

- This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975; or for a prescribed purpose as defined in the Police Act 1997 (Criminal Records) Regulations 2002). An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the DBS is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

**This Job Description agreed:**

**Postholder** \_\_\_\_\_

**Headteacher** \_\_\_\_\_

**Date** \_\_\_\_\_