**Job Description – Teaching Assistant**

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| **Job title** | Teaching Assistant & MDSA |
| **Reporting to** | Assistant Headteacher |
| **Salary** | Grade E (range points 6-8) |
| **Job profile** | SCH069 |

**Main purpose of this role**

To support the learning and pastoral needs of pupils throughout the school.

**Safeguarding and early help**

* Along with all other staff, be responsible for the day-to-day safeguarding and welfare of all the children in the school at all times
* Report any concerns relating to the safeguarding of children to the Designated Safeguarding Lead in accordance with the school’s agreed safeguarding procedures

**Supporting pupils’ learning, either in groups or through 1:1 work, e.g.**

The exact tasks will depend on the learning support needs of the pupil/s but may include:

1. Supporting the development of skills in literacy, numeracy, communication and social and behavioural needs
2. Adapting and/or scaffolding work for individual pupils to suit their needs
3. Using knowledge of pupils’ learning support needs to suggest appropriate adjustments to lesson plans to teachers
4. Clarifying and explaining instructions
5. Ensuring pupils are able to use equipment and materials provided
6. Motivating and supporting pupils
7. Helping pupils to concentrate on and finish work set
8. Meeting physical and medical needs as required while promoting independence
9. Liaising with class teacher and SENCo about individual education plans
10. Developing appropriate resources to support pupils
11. Complete accurate records of pupil support / intervention as needed

**Support pupils’ inclusion, social, emotional and mental good health and wellbeing and their behavioural development**

1. Establish positive and supportive relationships with pupils, particularly those who may be ‘harder to reach’ or disadvantaged in any way (e.g. children eligible for the Pupil Premium, Looked After Children, Young Carers)
2. Reinforce and model the school ethos, e.g. expectations of behaviour within class and elsewhere on the school site
3. Encourage an acceptance and inclusion of pupils with special educational needs
4. Develop and use methods of promoting/reinforcing pupils’ self-esteem and independence
5. Support pupils who are finding the school day difficult for a variety of reasons
6. Support children with additional needs as necessary
7. Provide individual supervision in and out of the classroom for pupils with behavioural difficulties if needed
8. Reinforcing the school ethos, e.g. expectations of behaviour within class and elsewhere on the school site
9. Supervising pupils on outings, school activities etc

**Provide physical/personal care to pupils where required, e.g.**

1. Helping with dressing/toileting in line with the school’s intimate care policy
2. Undertaking physiotherapy and speech therapy exercises following instruction and advice from a qualified therapist
3. Supporting pupils’ physical and medical needs as needed

**Supporting the school, e.g.**

1. Where appropriate, fostering and developing links between a pupil’s home and school
2. Assisting with setting up, storing and retrieving and general maintenance of classroom equipment and teaching aids, e.g. computers and computer software, resources, indoor and outdoor play equipment, photographic equipment etc
3. Helping to ensure the hygiene of the teaching environment in cases of sickness or soiling
4. Administering minor First Aid under the guidance of a qualified person

**Other Specific Duties**

1. Play a full part in the life of the school community, to support its vision and ethos
2. Take part in the school’s staff development programme by participating in arrangements for further training and professional development
3. Engage fully in the staff appraisal process
4. Work as a member of a team and to contribute positively to effective working relations within the school
5. Foster a team approach with parents/carers, school staff and other multidisciplinary agencies who contribute to the provision for our pupils.
6. Support the school in meeting its legal requirements
7. Promote actively the school’s policies, procedures, routines and guidelines
8. Comply with the school’s Health and Safety policies and undertake risk assessments as appropriate

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disability condition.

The safeguarding and promotion of the welfare of children is the responsibility of all members of staff at Frogwell Primary School and Complex Needs Resource Base.

This job description is current at the date shown, but following consultation with you, may be changed to reflect or anticipate changes in the job which are commensurate with the salary and job title. This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed.

Signed by postholder: Date:

Signed by Headteacher: Date: