



## Heart of the Forest

### Job description

Position:	Teaching Assistant
Reports to:	Class Teacher
Line management responsibilities	None
Hours	Supply Hours, as required, Term time only
Grade:	Grade 4

### Job purpose

To complement the professional work of teachers and Grade 6 TA's by supporting the development and education of the pupils, who have a wide range of special needs.

They are responsible for interacting on a professional level with colleagues and should seek to establish and maintain productive relationships with them in order to help promote mutual understanding of curricular areas and programmes of study in the school curriculum.

### Key Responsibilities

- To assist the class teacher and other staff in the education and welfare of all pupils in the class
- To actively engage in and assist with the delivery of the curriculum in the class
- To participate in maintaining a consistent approach to behaviour management for individual pupils and acting as a role model.
- To assist in the support of communication for all pupils according to need.

### Main duties and responsibilities

- To maintain high levels of safeguarding practice for all children in school and recording any incidents relating to safeguarding in line with legislation, school policies and procedures.
- To assist the class teacher and other staff in creating a child centred purposeful learning environment to stimulate, motivate and fulfil pupil potential in a safe learning environment
- To work with children of all ages with a wide range of additional complex needs, including medical needs.
- To assist the Class Teacher and other staff in the class in the teaching of the National Curriculum and assist with preparing materials and attending meetings as necessary.
- Establish a rapport with pupils to help develop their social, emotional, physical and intellectual potential.
- Support the School by complying with policies and procedures set by OFSTED, Head Teacher and Governing Body
- Assist with the management of pupil behaviour and support pupils during learning activities.
- Assisting the class teacher and other staff in the maintenance of discipline and acceptable standards of professional conduct in the class team
- Promoting teamwork, sharing good practice and supporting colleagues.
- To assist the class teacher and other staff in the use and storage of toys, books, stationery and other teaching materials and equipment.
- Attending staff meetings as required

- To assist in the collation of information for reports and profiles on pupils as required.
- To ensure that any confidential data and record keeping requirements for the School are recorded accurately and timely.
- To keep abreast of trends and developments in education, especially those relevant to the duties and responsibilities of the post.
- To assist the teacher and other staff in developing effective working relationships with parents
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the relevant person.
- To play a part in school events and activities
- To assist the class teacher and other staff in supporting pupils with additional medical needs through tasks such as, but not limited to, administering medication & enteral feeding.
- To assist the class teacher and other staff in supporting pupils with additional complex care needs through a variety of specialist tasks such as, but not limited to catheterisation and respiratory support.
- To be flexible and adaptable enough to work with students of all ages wherever required within Heart of the Forest School.
- The undertaking of any other associated duties in respect of their class as required by the Class Teacher.
- The undertaking of other duties related to the work of the school as may be assigned which are consistent with the nature of the job and its level of responsibility.

## **Health and Safety**

- To assist the class teacher and other staff in ensuring a safe learning environment for pupils.
- To ensure that all health and safety instructions are followed and that all reasonable care is taken to avoid anything which may endanger yourself or others
- To report through the Class Teacher any dangerous situations in the workplace or any perceived shortcomings in health and safety arrangements.
- Ensure compliance with the School's Health and Safety Policy, Admin of Medication Policy and Supporting Pupils with Medical Conditions Policy.

## Key organisational objectives

The Post holder will contribute to the school's objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as directed
- Compliance with Data Protection legislation
- At all times operating within the school's equal opportunities framework
- Commitment and contribution to improving standards for pupils as appropriate
- To attend relevant training and meetings where required as well as planned INSET days.

## Safeguarding statement

*Heart of the Forest is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As part of the selection process, we will undertake checks to ensure that you do not pose of risk of harm to children and young people.*

## Equal Opportunity

The council is committed to ensuring equality of opportunity and fairness in the workplace, and providing equality of access to services for the communities it serves.

The post holder will be expected to carry out all duties in the context of and in compliance with the Council's Equal Opportunities Policies.

## Special Conditions

- The post could involve working some flexible hours on a planned basis
- The post could involve working in different classes
- The post requires an enhanced disclosure from the Disclosure and Barring Service
- The post is subject to satisfactory medical clearance.

The job description does not define all the duties/responsibilities of the post. It will be reviewed at least once a year and will be subject to modification and amendment after consultation with the post holder.

Signed:

Post holder

Date:

Signed

Head Teacher

Date: