



PALATINE PRIMARY SCHOOL

TEACHING ASSISTANT (grade 4) JOB DESCRIPTION

JOB PURPOSE:

To work with teachers as part of a professional team to support teaching and learning for pupils with SEN. To act in accordance with the values of the school, placing the children at the heart of everything.

To provide learning support to pupils who need particular help to overcome barriers to learning such as those with:

- moderate learning difficulties
- severe learning difficulties
- profound and multiple learning difficulties,
- autism and associated social, communication and anxiety disorders,
- complex learning difficulties
- specific learning difficulties and speech and language difficulties
- sensory difficulties e.g. difficulties with hearing and vision
- physical disabilities
- social, emotional and behavioural difficulties

To work within the schools safeguarding policies and procedures placing pupil safety and wellbeing at the centre of all decision making.

To work within the school's total communication approach ensuring that at all times pupils have a voice, be that through words, visual support, signs, technological behaviour aids on in understanding their behaviour.

To work within the school's positive management of behaviour understanding that behaviour is a form of communication and working to support children therapeutically.

To undertake practical, supervisory and support work in order to assist the teacher with the learning and care provision made for pupils throughout the school including attending to personal needs. This requires considerable precision in the use of specialised equipment and mobility aids. The primary focus is to work with individuals and groups delivering specified work under the direction of the class teacher or cover staff.

RESPONSIBILITIES:

- To work with individuals and groups of pupils under the direction of the teacher and headteacher. To deliver, and adapt programmed activities.
- To participate in planning and evaluation with the teacher providing feedback on progress and behaviour

- To supervise pupils in class, in additional locations around school, or trips, at play and in the dining area.
- To work with pupils on therapy or care programmes designed and supervised by therapist / teaching / medical professional.
- To contribute to the development and promotion of pupils' confidence and self-esteem.
- To monitor pupils conduct and behaviour throughout the learning process and at play and lunchtime and intervene to resolve highly complex, difficult or very challenging issues
- To assess, record and report on development, progress and attainment using school policy
- To assess the needs of pupils using detailed knowledge and specialist skills to support learning
- To support the teaching staff in managing the pupils to gain independence in learning and personal, social, health and citizenship skills.
- To share responsibility for all pupils in the school and develop a moral, spiritual and cultural school ethos where pupils can achieve success and recognition.
- To participate fully in the delivery of the curriculum and the general life of the school.
- To work as part of a multidisciplinary team building positive relationships with them e.g. nurses, speech therapists.
- To prepare differentiated work for the children under the direction of the teacher.
- To undertake any personal care requirements for individual pupils including toileting, hygiene, dressing and eating as well as help with social, welfare and health matters including administering medication and carrying out regular medical procedures under the direction of a healthcare practitioner and following appropriate training.
- To work flexibly across the school with pupils with a wide range of needs. This may mean changing classes within a school day to cover absent colleagues.
- To work with pupils not working within the usual timetable of the school in individual programmes.
- To liaise with parents and other professionals under the guidance of the teacher and in accordance with school policy.
- To contribute to the development of policies and procedures adhering to school policy at all times.
- To ensure the highest standards of health and safety and safeguarding are adhered to at all times.
- To prepare classroom materials, and equipment and put up displays of work etc.
- To take responsibility for keeping the school environment clean, tidy, purposeful and welcoming.

- To escort and supervise pupils on educational and out of school activities. To work outside and in the pool as required.
- To undertake all required training.