

Job Description



This school has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment.

Post Title	Teaching Assistant Special Schools	Post No	
Directorate	Schools		
Division	Reynalds Cross School		
Salary Band/Range	Band C (pro-rata)		
Responsible to	Headteacher		
Location	Reynalds Cross School and Green Lane/Satellite site		
DBS Check	Enhanced		
Special Conditions			

1. Job Purpose

To work under the instruction/guidance of the teacher to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area. A collaborative approach to planning, developing, assessing and implementing programmes of work is essential.

2. Key Responsibilities

2.1 Main Duties

Under the direction and supervision or a guidance of the teacher

1. Contribute to the overall delivery of lessons and communication with pupils on an individual and group basis.
2. Assist with the planning, preparing, evaluating and differentiating of lessons and work plans.
3. To support in managing the behaviours of pupils, at times challenging. Applying empathy, patience and understanding when dealing with a range of learning difficulties, including communication, mobility and physical challenges
4. Support individual children or groups of children in the classroom and in 1:1 and 2:1 setting.
5. Provide objective and accurate feedback and reports to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence. Maintaining behaviour reporting records
6. Contribute to the overall ethos, aims and work of the school, working with colleagues to develop a positive learning and working environment.
7. Assist in the implementation of programmes designed by other professionals such as physiotherapists and speech and language therapists.
8. The on-going assessment, recording and reporting of pupils' progress as appropriate including contribution to or participation in educational reviews on

	<p>specific pupils.</p> <ol style="list-style-type: none"> 9. Carry out a child's care plan (education, social, behaviour and personal) this does not include the administration of medicines or medical procedures unless agreed with the Headteacher. 10. Discuss any concerns or observations regarding the child/group with the class teacher and thus contribute to the overall group planning. 11. Preparing learning materials and resources for lessons and displays. 12. Participate actively in creating an appropriately stimulating learning environment 13. Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour. 14. Encourage children to be confident and independent 15. Help pupils understand instructions and to enhance communication to contribute to the development of the pupils expressive and language skills. 16. Ensure the good conduct and behaviour of pupils. To be achieved through supervision and guidance of pupils as necessary, to ensure a high standard of care throughout the day in line with the behaviour policy. 17. Help children during therapy sessions 18. Ensuring that all pupils receive a high standard of physical and emotional care, including support with hygiene routines, including toileting, where relevant and taking appropriate action for unwell pupils which may be necessary in order to ensure the safety and well being of any pupil. 19. Take responsibility for preparing and tidying up organising equipment and teaching materials for each session. 20. Show sensitivity and discretion when discussing school matters with stakeholders and to respect pupil confidentiality/safeguarding. 21. To recognise and comply with practice and procedures relating to issues of confidentiality. 22. Use of team teach techniques as appropriate where staff trained and authorise when de-escalating situations with pupils. 23. Attend staff meetings, staff training, parental consultations and other school events as required. 24. Develop a multi-professional approach to ensuring pupils welfare liaising with external agencies. 25. Reflecting upon and evaluation your own professional development needs, in line with personal and whole school priorities. 26. To ensure you understand all school safeguarding procedures and practices and apply this in a sensitive manner to ensure the safety of all pupils. 27. Any other duties commensurate with the post.
2.2	People
	The post does not involve direct responsibility for the supervision, direction or co-ordination of other employees.
2.3	Safeguarding
	The School is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible or comes into contact with.
2.4	Financial
	The post holder is unlikely to be required to handle money.
2.5	Buildings & Equipment
2.6	Health & Safety
	The post holder will be responsible for his/her own Health and Safety. All duties and

		responsibilities must be carried out in line with the specific requirements detailed in the school Health and Safety policies.
	2.7	Information Management
		As an employee of the School, the post holder will be expected to manage information in accordance with standards outlined in the Corporate Records Management and Information Security policies. They will ensure that information used is held and transmitted securely in a manner commensurate with its sensitivity, and that it complies with the provisions of the Data Protection Act 1998.
	2.8	Policies & Procedures
		The post holder will be accountable for ensuring that he/she is aware of relevant School policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.
3.	Other Conditions	
	3.1	Mobility
		Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the School they may be required.
	3.2	Equal Opportunities
		Solihull council is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences and to treat everyone with dignity and respect.
	3.3	Variations to Job Descriptions
		Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the School therefore retains the right to amend job descriptions to reflect changing requirements.
	3.4	Training and Development
		The School is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.
	3.6	Core Qualities & Leadership Framework
		The School expects all staff to demonstrate the behaviours in the Core Qualities Framework and where appropriate, those in the Leadership Framework, to an acceptable level.

Compiled/Reviewed	
Date:	March 2021