

# Job Description



This authority 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.

<b>Post Title</b>	Teaching Assistant Special Schools	<b>Post No</b>	
<b>Directorate</b>	Schools		
<b>Division</b>	Reynalds Cross School		
<b>Salary Band/Range</b>	D		
<b>Responsible to</b>	Head teacher		
<b>Location</b>	Reynalds Cross School and Satellite Centre Green Lane (when required)		
<b>DBS Check</b>	Enhanced		
<b>Special Conditions</b>			

## 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. To assist with the guidance and support of other teaching assistants.

## 2. Key Responsibilities

### 2.1 Main Duties

1. To use specialist learning skills, training and experience to support pupils' learning, including: autism friendly strategies to support learning and behaviour such as social stories, work schedules, PECS, lead a planned programme of sensory intervention activities. Work alongside other specialists to deliver and supervise reading within the class. Responsibility for planning and organising display boards allocated to the class (in collaboration with the team)
2. To be actively involved in the daily routines of classes, groups or individual pupils.
3. Contribute to the planning, delivery, monitoring and recording of pupils' educational programmes, both inside and outside the classroom and take responsibility for an area.
4. The on-going assessment, moderation, recording and reporting of pupils' progress as appropriate including contribution to or participation in educational reviews on specific pupils.
5. To identify and facilitate regular individual and group support, within the context of the team for specific social, emotional and behavioural issues, including the planning, delivery and evaluation of these sessions.
6. Support individual pupil or groups of children in the classroom and in 1:1 setting.
7. Preparation of materials and resources for lessons and displays.

8. Ensuring 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. This may also include the management of challenging behaviour
9. To use specialist (curricular/learning) skills and knowledge, at an advanced level and experience to support pupils' learning.
10. Assist in the implementation of programmes designed by other professionals such as physiotherapists and speech and language therapists.
11. To provide objective and accurate feedback and reports as required on the progress of pupils.
12. 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.
13. To provide support, advice and guidance to parents to support their child in specific areas of difficulty. This can be through meetings, workshops and documentation.
14. To be responsible under the guidance of teaching staff for the management of classroom resources, - teaching areas and other such associated tasks as may be reasonably required.
15. To adapt to the changing routines of the class as determined by the pupils and whole school needs.
16. To work co-operatively with teaching staff and other learning special support assistants as part of the team and contribute positively to the ethos of the school.
17. To recognise and comply with practice and procedures relating to issues of confidentiality.
18. 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
19. Help pupils understand instructions and to enhance communication to contribute to the development of the pupils expressive and language skills
20. Support pupils during social activities and outings.
21. Ensuring that all pupils receive a high standard of physical and emotional care, including support with hygiene routines 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.
22. Show sensitivity and discretion when discussing school matters with stakeholders and to respect pupil confidentiality/safeguarding.
23. Use of team teach techniques as appropriate where staff are trained and authorise when de-escalating situations with pupils. Taking responsibility for recording and monitoring as necessary.
24. Attend staff meetings, staff training, parental consultations and other school events as required.
25. Develop a multi-professional approach to ensuring pupils welfare in line with Every Child Matters.
26. Reflecting upon and evaluation your own professional development needs, in line with personal and whole school priorities.
27. To ensure you understand all school safeguarding procedures and practices and apply this in a sensitive manner to ensure the safety of all pupils.
28. Any other duties commensurate with the post.

<b>2.2</b>	<b>People</b>
------------	---------------

The postholder may be required to assist with the supervision of other teaching assistants including the monitoring of work, performance management and training where appropriate.

<b>2.3</b>	<b>Safeguarding</b>
	Solihull Council 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.
<b>2.4</b>	<b>Financial</b>
	The postholder may involve occasionally handling small amounts of cash, processing cheques or invoices.
<b>2.5</b>	<b>Buildings &amp; Equipment</b>
<b>2.6</b>	<b>Health &amp; Safety</b>
	Health and safety laws require all employees to help the Council maintain and improve health and safety standards. This means that the post holder must take reasonable care of his/her own and others' health and safety and co-operate with any reasonable request to support the Council, managers and other employees, in meeting their health and safety legal responsibilities. Line managers have additional responsibilities to ensure that policies, procedures and safe systems of work are implemented on a daily basis. All duties and responsibilities must be carried out in line with the Council's Corporate Health and Safety Policy and any local safety procedures.
<b>2.7</b>	<b>Information Management</b>
	As an employee of the Council, 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.
<b>2.8</b>	<b>Policies &amp; Procedures</b>
	The post holder will be accountable for ensuring that he/she is aware of relevant Council policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.
<b>3. Other Conditions</b>	
<b>3.1</b>	<b>Mobility</b>
	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 Council they may be required.
<b>3.2</b>	<b>Equal Opportunities</b>
	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.
<b>3.3</b>	<b>Variations to Job Descriptions</b>
	Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the Council therefore retains the right to amend job descriptions to reflect changing requirements.
<b>3.4</b>	<b>Training and Development</b>
	The Council is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.
<b>3.6</b>	<b>Core Qualities &amp; Leadership Framework</b>

		The Council expects all staff to demonstrate the behaviours in the Core Qualities Framework and where appropriate, those in the Leadership Framework, to an acceptable level.
--	--	---

<b>Compiled/Reviewed</b>	
<b>Date:</b>	July 2023