



# JOB DESCRIPTION

<b>CHILDREN YOUNG PEOPLE AND FAMILIES PORTFOLIO</b>	This authority / school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment
<b>SCHOOL</b>	BENTS GREEN SCHOOL (Ringinglow, Westfield and Gleadless sites)
<b>POST TITLE</b>	TEACHING ASSISTANT (Special) – LEVEL 2
<b>ROLE PROFILE</b>	LD2.5
<b>TOOLKIT JOB REF NUMBER</b>	ToolkitJD- 2b
<b>GRADE</b>	4 (inclusive of JWCs)
<b>RESPONSIBLE TO</b>	Line Manager as defined in staffing structure
<b>RESPONSIBLE FOR</b>	As defined in staffing structure
<b>HOLIDAY AND SICKNESS COVER</b>	
<b>PURPOSE OF JOB</b>	TO WORK UNDER THE INSTRUCTION/GUIDANCE OF TEACHING/SENIOR STAFF 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.
<b>RELEVANT QUALIFICATIONS AND EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• GOOD LITERACY/NUMERACY SKILLS – equivalent to Level 1 in English and Maths</li> <li>• QCF AWARD CERTIFICATE OR DIPLOMA IN SUPPORTING TEACHING AND LEARNING IN SCHOOLS OR EQUIVALENT QUALIFICATIONS OR EXPERIENCE</li> <li>• TRAINING IN THE RELEVANT LEARNING STRATEGIES E.G. LITERACY</li> </ul> <p>FIRST AID TRAINING/TRAINING AS APPROPRIATE</p>

## **JOB DESCRIPTION FOR POST OF:- TEACHING ASSISTANT (Special) – LEVEL 2**

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

The postholder must at all times carry out his/her duties and responsibilities within the spirit of City Council and School Policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to the statutory responsibilities of the Governing Bodies of Schools.

#### **Main Duties and Responsibilities**

##### **SUPPORT FOR PUPILS**

1. Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
2. Establish constructive relationships with pupils and interact with them according to individual needs including support for pupils in distress
3. Promote the inclusion and acceptance of all pupils
4. Encourage pupils to interact with others and engage in activities led by the teacher
5. Set challenging and demanding expectations and promote self-esteem and independence
6. Provide feedback to pupils in relation to progress and achievement under guidance of the teacher
7. Supervise pupils and attend to their personal needs and implement personal programmes including social, health, physical, hygiene, first aid and welfare matters. Specifically this may involve any of the following:
  - a. Gastrostomy tube feeding and cleaning of tube in accordance with the care plan for the child and appropriate training
  - b. Changing of catheter bags and cleaning of tubes
  - c. Colostomy/Stoma Care
  - d. Bathing/Showering
  - e. Denture cleaning
  - f. Head lice inspection and treatment (in conjunction with parents/carers)
  - g. Mouth or nose toilet
  - h. Toileting including wiping/cleaning of pupil
  - i. Application of splints, braces, corsets etc
  - j. Assistance in the transfer to and from vehicles and wheelchairs and mobility devices in accordance with manual lifting and handling procedures
  - k. Occupational therapy and physiotherapy as directed by health professionals
  - l. Draining exercises for pupils with cystic fibrosis
  - m. Emergency treatments covered in basic first aid training

- n. Supervise and support pupils ensuring their safety and access to learning including visits to other establishments

## **SUPPORT FOR THE TEACHER**

8. Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
9. Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
10. Assist with the planning of learning activities
11. Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
12. Provide detailed and regular feedback to teachers on pupils achievement, progress, problems etc.
13. Promote 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. Establish constructive relationships with parents/carers
15. Administer routine tests and invigilate exams and undertake routine marking of pupils' work
16. Provide clerical/admin. support e.g. photocopying, typing, filing, money, administer coursework etc.

## **SUPPORT FOR THE CURRICULUM**

17. Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
18. Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, KS3, early years recording achievement and progress and feeding back to the teacher
19. Support the use of ICT in learning activities and develop pupils' competence and independence in its use
20. Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

## **SUPPORT FOR THE SCHOOL**

21. 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 an appropriate person
22. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
23. Contribute to the overall ethos/work/aims of the school
24. Appreciate and support the role of other professionals
25. Attend and participate in relevant meetings as required
26. Participate in training and other learning activities and performance development as required
27. Assist with the supervision of pupils out of lesson times, including

- before and after school and at lunchtime
28. Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher

Any other duties and responsibilities appropriate to the grade and role.

All the above duties and responsibilities to be carried out in accordance with Sheffield City Council's Policies (and/or Policies adopted by the School Governing Body), Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety.

<b>ISSUE DATE:</b>
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