

## **JOB DESCRIPTION**

### **NAME:**

**Job Title:** Teaching Assistant  
**Grade:** Level 2  
**Job Location:** Sunningdale School  
**Directorate:** Children's Services  
**Responsible to:** Headteacher

### **Purpose of Job:**

- To support and assist teachers as part of a professional team to contribute to raising standards of pupils' achievement and to undertake a range of learning activities under the professional direction and supervision of qualified teachers and/or senior colleagues, in line with the school's policies and procedures.

### **Relationships:**

- The post holder is responsible to the teachers within their curriculum pathway as well as the Headteacher and Senior Leadership Team (SLT) for his/her teaching and learning duties and responsibilities.

### **Principal Responsibilities**

- To support the ethos, values and aims of the school community.
- To contribute to and follow the agreed policies of the school.
- To comply with the schools Health and Safety policy and undertake appropriate risk assessments.
- To have high expectations of themselves and all pupils and to act as an example to pupils within the school environment.
- To work as a member of a team and to contribute positively to effective working relationships within the school.
- To engage actively in Performance Management and Continuing Professional Development (CPD)

### **Main Duties**

- Assisting the Teacher to supervise and support pupils' personal learning plans, both indoors and outdoors. Assisting with work programmes and written observations and records on individual's progress.
- Liaising with a range of professionals and teaching staff, to identify the needs of the pupils.
- Assisting in the preparation and review of personal learning plans including co-ordinating relevant information for them.
- Setting up and using equipment as required to maintain pupils' needs and support their participation in learning tasks and activities.

- Assist in delivering programmes devised by other professionals including; physio programmes and positioning of children, speech and language therapy programmes, occupational therapy programmes.
- To encourage high standards of emotional regulation so that effective learning can take place, and good relationships can be formed within the school community.
- Communicating with pupils with varying degrees of communication difficulties, using body, sign language and other communicative systems/equipment where necessary.
- Support with moving and handling pupils as required following appropriate training and using their manual handling plans.
- Providing personal care and assistance for pupils who require such support. This may include assisting with oral and personal hygiene including changing nappies/pads and facilitating incontinence programmes, feeding or assisting with feeding the pupil safely and hygienically and supporting the pupil during lunch times as appropriate.
- Having due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of the governing body and the local education authority.
- In line with the school's policy and procedures, using behaviour management strategies which contribute to a purposeful learning environment.

The post holder must carry out any other duties as requested by the senior leadership team.

The post holder must promote and safeguard the welfare of the children and young people that they are responsible for, or come into contact with.

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the council.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.

The post holder must carry out their duties with full regard to the Council's Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Council Policies.

The postholder must comply with the Council's Health and safety rules and regulations and with Health and Safety legislation.

Name of Author: J. Waller  
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