



Paddock School

To Nurture, Inspire and Transform Lives

Post:	Teaching Assistant with Additional Responsibilities
Grade:	Scale 2 – Spinal point 4
Working hours:	<ul style="list-style-type: none"> - Weekly hours: 33.75 hours - Monday to Friday, 08:15 to 15:30 - Attend 30-minute weekly meeting (included in standard working hours) - 30 minute lunch break -Term time only

Job Description – Teaching Assistant with Additional Responsibilities

Purpose of Job

Working together with all school staff and other professionals to create an environment in which children thrive, gain self-confidence, enjoyment and independence and are motivated to learn.

Main responsibility

Responsible under the direction or instruction of the teacher or line manager to work with individual pupils, small groups of pupils or generally to assist in the classroom, at lunchtime and in the playground with the supervision and care of pupils and to support their access to learning and lead whole class in the absence of the Class Teacher.

Vision, Values and Contribution to the School

- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop;
- Contribute to the overall ethos, work and aims of the school;
- Appreciate and support the role of other professionals;
- Attend relevant meetings as required;
- Promote the inclusion and acceptance of all pupils;
- Support the establishment and maintenance of an attractive environment within the department;
- Gather and report information from and to parents or carers as directed fostering supportive links between home and school;
- Participate in training and other learning activities and performance development as required covering areas such as first aid, Makaton, Picture Exchange Communication System and specific medical procedures/welfare practices which may be invasive;
- Assist with additional duties such as laundry and care of equipment;
- Assist with the supervision of pupils out of lesson times, including before and after school as required.

Welfare and Safeguarding

- Be aware of and comply with policies and procedures relating to child protection, health, safety, security, equal opportunities, confidentiality and data protection, reporting all concerns to an appropriate person.

Health and Safety

- Supervise and support pupils ensuring their safety and access to learning;
- Prepare the classroom as directed for lessons and clear afterwards, ensuring materials and equipment are clean, in working order and safely stored.



Behaviour and Emotional Regulation

- Promote independence and recognise and reward achievement, self-reliance, self-control and acceptable behaviour;
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs;
- Support the teacher in managing pupil behaviour consistently following agreed strategies, reporting difficulties as appropriate.

Independence and Self-Care

- Actively supervise children at lunch time promoting a sociable but calm dining experience and a positive period of extended play;
- Attend to pupils' personal needs including feeding, toileting, changing, washing, dressing as appropriate during the school day, encouraging independence where appropriate.

Communication support

- Encourage pupils to interact with others and engage/lead in activities coordinated by the teacher;
- Support pupils to understand and follow instructions.

Curriculum, Teaching, Learning and Assessment

- Under the guidance of the Class Teacher/Head of Department actively support the pupils in individual and group learning activities throughout their school day;
- Implement personalised programmes (which may be recommended by SALT, occupational therapists, physiotherapists or other professionals) including social, health, physical, hygiene, first aid and welfare matters, medical procedures (following appropriate training) and encouraging independence where appropriate;
- Contribute to pupils Education, Health and Care Plans;
- Assist with the display of pupils' work;
- Be aware of pupil problems, progress and achievements and report to the teacher as agreed;
- Undertake pupil record keeping as requested;
- Supporting pupils in undertaking programmes for the development of their communication, personal, social, health, hygiene, motor and pre literacy and pre numeracy skills as directed by the teacher;
- To keep a record of pupil learning and outcome and make a contribution to the writing of home school diaries;
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.

Leadership and Management

- To take charge of class under guidance of Class Teacher, Head of Department or Head of School;
- Direct staff when covering for Class Teacher;
- Prepare and maintain equipment and resources as directed and assist pupils in their use.

ICT and Administration

- Provide basic clerical and administrative support e.g. photocopying, typing, filing, collecting money, stock keeping;
- Supporting pupils in using basic ICT as directed.



Personal Specification – Teaching Assistant with Additional Responsibility

Essential	
Experience	To have a range of experience both within a special school and mainstream setting of working with students who exhibit a range of learning and more complex needs.
Qualifications	<ul style="list-style-type: none"> • 3-5 years working within a multidisciplinary setting or equivalent; • Level 2 in English and Mathematics.
Knowledge and Skills	<ul style="list-style-type: none"> • Use basic technology – computer, video, photocopier etc; • Ability to relate well to children and to adults; • An understanding and appreciation of pupils who exhibit a range of special educational needs and how they can best be supported; • Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these; • Demonstrate the ability to think and act confidently when under pressure i.e. when taking responsibility for class when teacher is absent; • To be resourceful when working with pupils; • An understanding of the schools equal opportunities policy and how it is implemented.

2024