

MANOR MEAD SCHOOL

Job Description; Teaching Assistant

Job purpose;

- To work with and support the teaching staff of Manor Mead School in the education and care of pupils, to meet their Special Educational Needs.
- To work with and support the pupils of Manor Mead School enabling them to take part in all aspects of the curriculum.
- To work under the direction of the Class Teacher, or the Senior Teaching Assistant in the absence of the Class Teacher, as a member of the class staff team, to support the delivery of an appropriate curriculum in a safe, stimulating and caring environment.

Duties and responsibilities;

- To support the teacher in the classroom and in other learning environments/activities e.g. swimming pool, P.E. to enable children to make the most of their learning opportunities
- To attend to the pupils' personal requirements , physical care and therapy needs on a daily basis, including moving and handling children as necessary (following training)
- To manage pupils' behaviour in line with school policy and procedures, following pupils' individual Behaviour Management Plans and Strategies.
- To supervise pupils during break and lunch time as appropriate to support teachers and Senior Teaching Assistant: encouraging pupils to be physically active and to play
- To contribute to the organisation of classroom resources to ensure effective classroom management
- To encourage independence at all times
- To undertake specific tasks with individuals or small groups of pupils
- To assist on outings and school trips on foot or in the Minibus
- To be aware of school policies and support the implementation of these policies
- To record pupils' progress on appropriate recording charts
- To work within the specific hours designated by the post

Note: Teaching Assistants are welcome to attend any relevant staff meetings

Annex 1: Job Specification

This post will entail working with children between the ages of 2 and 11 who will potentially require any or all of the following;

- Personal Care, i.e.
 - Toileting *
 - Feeding *
- Administration of medication and or medical interventions, i.e.
 - Gastrostomy feeds *
 - Suctioning *
 - Tracheotomy *
 - Administering oral medication, (always with supervision by another trained adult)

All these would be after specific training by medically trained staff and carried out under their supervision until such time as their competencies were signed off and the staff member is confident to carry them out. *

- Administration of Therapies, i.e.
 - Carrying out therapy programmes provided by the relevant therapist including Hydrotherapy programmes. *
- Management of Challenging Behaviour, i.e.
 - Using registered and County approved physical interventions. *
- Moving and Handling of pupils / students, i.e.
 - Positioning *
 - Toileting *
 - Therapy input *
- Delivery of the wider curriculum, i.e.
 - Engaging children in play activities at break times *
 - Taking children including those who may be wheel chair users off site to access community based activities. *
 - Supporting children to participate in all curriculum areas, including, Performance Arts, Sports and PE activities. *

This post will require a level of mobility and fitness commensurate with the staff member's ability to undertake any or all of the above.

** Following policies and protocols and appropriate training.*

MANOR MEAD SCHOOL: Teaching Assistant

Person Specification

Specification	Essential	Desirable
Education and Training	<ul style="list-style-type: none">• Good level of written and spoken English• Numerate• Basic IT skills	
Previous Experience		Experience of working with children in a school setting or child care experience
Abilities	<ul style="list-style-type: none">• Able to follow through verbal and written instructions• Able to communicate effectively with pupils• Able to motivate pupils to learn• Able to assist with the organisation of the learning environment• Able to undertake routine tasks under the direction of the teacher or Senior Teaching Assistant• Able to work effectively with adult team members• Able to carry out and record individual pupil programmes• Able to maintain confidentiality	
Personality	<ul style="list-style-type: none">• Good interpersonal skills• Common sense• Flexible• Able to cope in difficult situations	Sense of humour
Equal Opportunities	<ul style="list-style-type: none">• Commitment to equal opportunities	