# JOB DESCRIPTION

**POST TITLE:** Teaching Assistant **LOCATION**: Waverley School **GRADE:**  Scale 3

**PURPOSE OF JOB** To provide support to pupils and students at Waverley School, all of whom have severe or profound multiple learning difficulties and may have physical disabilities.

**RESPONSIBILITIES** To provide care, welfare and support in the education of pupils and students to enable them to participate and develop their abilities in a caring and challenging environment. To be a team member of a class and a department as well as the whole school.

# DUTIES 1. General Assistant/Classroom Support

1.1 Provide support in the classroom, under the direction of the class teacher, for all aspects of learning appropriate to the age and ability of the pupils and students.

1.2 Assisting teacher in implementing individual education plans either in groups or on a one-to-one basis. This may include the provision of practical and educational assistance in PE, swimming and hydrotherapy.

1.3 Maintaining the classroom and equipment in a tidy condition, including the hygienic maintenance of pupils equipment and accessories.

1.4 Encourage communication and language skills. This may include working with children on programmes devised by speech therapists, eg: signing and speech, and will therefore require an understanding of pupils who use non-verbal communication.

1.5 Assist with the physical management of pupils and students who have physical disabilities. Understand and implement the lifting and handling procedures, including the use of electric hoists. All classes have pupils who will require lifting, handling and positioning throughout the school day.

1.6 Under the direction of a physiotherapist, implement individual physiotherapy programmes.

1.7 Assist in the delivery of programmes, which have been prepared by specialist teachers for pupils with visual and/or hearing impairments.

1.8 Contribute to record keeping by recording observations of pupils and students during the school day.

1.9 Receive pupils and students from the buses in the morning and to assist them to their class. At the end of the day to supervise and assist the pupils while in the School Hall and when boarding the bus. 1.10 Assist pupils and students at lunchtime on a one-to-one basis or in a small group. Specialist attention is required for many pupils who are unable to eat without assistance. This may involve following an eating/drinking programme devised by the Speech Therapist or Occupational Therapist. Supervise pupils in the playground or within a classroom at mid-morning break and at lunchtime.

1.11 Support the teaching staff where necessary in the supervision and assistance of children moving around the school. Assisting pupils with mobility difficulties, e.g. using wheelchairs, walking aids, etc.

1.12 Assisting with off-site educational visits, eg: shopping trips, library visits, etc on a one-to-one and/or group basis. This may occasionally involve residential visits on a voluntary basis. Collect personal equipment or medication needed during the trip, under the direction of the relevant teacher.

 1.13 Assisting the class teacher with the supervision and training of students on placement.

1.14 Supporting pupils and students on integration placements and college links and to be familiar with the School’s Integration Policy.

1.15 Maintain the toilet area in a clean and tidy condition. Assist in the end of the day organisation including the cleaning of Arjo benches, toilet seat inserts and disposing of soiled gloves and aprons.

1.16 Drive the school minibus, or own vehicle, on a voluntary basis, after school and Borough requirements have been met. Assist the teacher in ensuring that all pupils/students are seated appropriately and safely.

# Welfare and Individual Needs of Pupils and Students

2.1 Assist with the personal needs of the pupils and students ensuring that the dignity and privacy of the pupils is always maintained. This will include, for the majority of pupils, toilet training and hygiene programmes and dealing with incontinent pupils. Understand and implement the School’s hygiene policy and use hoists as required.

2.2 Under the supervision of a teacher, occupational therapist or other professionals, encourage appropriate social behaviour both in School and on off-site trips, including implementing eating programmes.

2.3 Assist implementing Personal, Social and Health Education (PSHE) programmes for all pupils including changing, washing and/or showering pupils as necessary, encouraging independence skills.

 2.4 Be fully aware of the child protection procedure of the School and to report any concerns regarding pupils safety and welfare to the Headteacher or designated child protection teacher immediately.

# Contact with Parents and Others

3.1 Liaise with school’s transport escorts and drivers regarding the safe arrival and departure of all pupils and students.

3.2 Liaise with the School Nurse, Speech and Language Therapist, Physiotherapist, Occupational Therapist, Premises Manager and administration personnel regarding individual children.

3.3 Attend staff/team meetings/development sessions before or after school, as required, with the class teacher or Head of Department, as part of a team approach to pupil support. To attend the Support Staff meetings once a month with the Headteacher.

3.4 Act as an escort, as required, if pupils need to be taken to hospital or home.

3.5 Liaise with other school staff as necessary. Be familiar with the internal telephone and paging systems to ensure relevant staff can be contacted quickly in an emergency.

# Medical Support

4.1 Be aware of pupils medical conditions including allergies and epilepsy and the procedures prescribed for individual pupils.

4.2 Contact the School Nurse immediately if a pupil/student requires first aid.

4.3 To receive training from the School Nurse on administering prescribed medication or medical procedures as necessary, ensuring the school’s policy on the administration of medication is adhered to.

 4.4 Assist the School Nurse when attending to pupils/students who are fed via naso-gastric or gastrostomy tubes.

# Other Duties

 5.1 Provide such basic clerical support as is necessary, e.g. duplication of materials.

 5.2 To be familiar with the School’s policy on security and to ensure it is adhered to.

5.3 To ensure that duties are undertaken with due regard to the Council’s Health and Safety Policy and to their personal responsibilities under the provisions of the Health & Safety at Work Act 1974 and all other relevant subordinate legislation.

5.4 All staff have a responsibility to ensure they familiarise themselves with the risk assessments and Individual Behaviour Plans (IBP’s) for all the pupils they work with. Staff must ensure they follow the safe systems of working outlined in theRisk Assessment and IBP.

5.5 Providing any necessary assistance with school events, e.g. parent meetings, fund raising events and social events on a voluntary basis.

5.6 Participate in any necessary training, both on and off-site including INSET days.

5.7 Any other temporary duties, as determined by the Headteacher or Governors, which are consistent with the basic objectives and/or duties of the post.

**All schools in Enfield are committed to safeguarding and promoting the welfare of children and young people and anyone working in Waverley is expected to share this commitment.**

 **PERSON SPECIFICATION**

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|  ITEM  | ESSENTIAL (minimum standard required)  | DESIRABLE (optional extras)  | HOW MEASURED \*  |
| QUALIFICATIONS Educational  Training  |  Willingness to train, if necessary  | 5 GCSE’s including English First Aid training   | A   |
| SKILLS  | Ability to demonstrate positive attitudes to children with severe learning difficulties.  Ability to work within a team  | Knowledge of sign language.   | A/I/T  T  |
| KNOWLEDGE  | Understanding/knowledge of child development Understanding of child protection procedures.  | Understanding of educational needs of pupils with severe learning difficulties  | A/I/T  |
| EXPERIENCE  | Work with children  | Experience of children with special needs  | A/I   |
| MOTIVATION/PERSONAL QUALITIES  | Discreet/confidential  Ability to act on own initiative  Ability to communicate with a variety of people, including the pupils  A good health record  | A sense of humour  Organised and good time keeping  | A/I  A/I  I/T  R  |

A = from application form I = at interview T = practical task R = from References

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