



Fitzwaryn

## Job Description

**Job Title:** Teaching Assistant

**Purpose of Job:** To assist and support the teaching staff in the implementation of National Curriculum/Developmental Curriculum and School Curriculum. To be a positive member of the school team under the leadership of the Headteacher. To enable children and their parents to make the most effective use of the educational opportunities offered.

**Responsible to:** The Class Teacher

**Job Duties:**

### A. Supporting the Pupil

- Drawing on knowledge of normal child development and various forms of special needs, to develop an understanding of the special needs of the child/ren concerned.
- To aid the child/ren to learn as effectively as possible both in group situations and on his/her own by, for example
  - clearly explaining instruction
  - ensuring child is able to use equipment and material provided
  - motivating and encouraging child
  - assisting in weak areas e.g. language, reading, spelling, handwriting
  - helping pupils to stay on task and finish work
  - meeting physical needs as required whilst encouraging independence
  - liaising with class teacher in devising learning activities
- To support with the child/rens care by:
  - Helping with toileting and social skills.
  - Where appropriate help with medical care.
  - Help with feeding the children (this may include gastrostomy feeds) and the teaching of independent skills.
  - Supervision of children indoors and outdoors including the implementation of safe practices in line with the H&S Policy.
  - Encourage and support with teeth cleaning, washing, bathing or hair washing.
  - Washing of soiled or wet clothes, towels etc.
- Help with swimming, outings, shopping, horse-riding, PE, swimming including teaching of appropriate behaviour.
- To learn and consistently use signing and other communication systems to a level sufficient to meet the needs of pupils with whom you work.
- To be committed to working with pupils with special needs (3-19 years) with a wide range of learning difficulties including Autism, PMLD, sensory impairment and challenging behaviours.
- To develop methods of promoting/reinforcing child/ren's self-esteem.
- Be aware of safeguarding children procedures.
- To assist with the care of sick child/ren.

After appropriate training, additional tasks may include:

- administering medication or carrying complex care procedures inline with shared care protocols.
- driving the Minibus and / or operating a tail-lift in the school minibus and use specialised fixings for wheelchairs and use seat belts accordingly.
- Lifeguard.

Registered Office: Fitzwaryn School, Denchworth Road, Wanage OX12 9ET  
Tel: 01235 764504 Website: [www.pract.org.uk](http://www.pract.org.uk)  
Corporation Registration No. 8340120

## **B. Supporting the Teacher**

- To support and complement the role of the teacher.
- To assist, with class teacher (and other professionals as appropriate), in the development of a suitable programme for individuals or groups
- Be acquainted with and work towards the aims and objectives set for individual pupils e.g. IEP's, SALT / Physio / OT Programmes, class, department and school.
- To follow the class timetable and the teacher's planning documentation.
- To take groups/individuals for specific tasks, i.e. story telling, music, art/craft, as directed by the teacher.
- To supervise, in conjunction with the teacher, child/ren on school outings.
- To be responsible for groups/individuals on activities within the community, e.g. shopping.
- To take responsibility for the class due to the short term absence of a teacher attending an annual review, parents meeting etc.
- To support a supply teacher covering for the class.
- To be responsible for continuing programmes of speech or physiotherapy instigated by the therapist in conjunction with the teacher.
- To work as part of a team in managing pupil's behaviour by following and adhering to a child's Behaviour Management Plan and school policies; this may include using Physical Intervention Techniques according to Team Teach.
- To help in the development and keeping of pupil records
- To help develop clear lines of communication and opportunities for discussion with the class teacher.
- To provide regular feedback about a child.
- To participate in all aspects of evaluation within the class.
- To ensure that materials and equipment are readily available for use and maintained and stored after use.
- To help provide a suitably stimulating environment taking into account health & safety.

## **C. Supporting the School**

- To help with the writing of the home-school notebook.
- To liaise, advise and consult with other members of the school who support a child.
- To discharge all duties: early morning, break, dinner and taxi duties as directed.
- To be involved in general aspects of school: class displays, hall displays, school functions.
- To contribute to the reviews of pupils' progress
- To attend parent meetings once a year.
- To attend relevant staff meetings and in-service training after school or whole school inset days as and when required.
- To maintain an up to date awareness of school policies and procedures.
- Participate in training and other learning activities and performance development as required.
- To maintain confidentiality at all times.
- To maintain a good working relationship and co-operate with parents, professionals, other agencies, colleagues and provide feedback as and when required.
- Any other tasks as directed by the Headteacher which fall within the scope of the post.
- Take appropriate responsibility for one's own health, safety and welfare and the health and safety of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally adopted policies; including taking responsibility for raising concerns with an appropriate manager.

As of 1<sup>st</sup> February 2013 Fitzwaryn School became part of The Propeller Academy Trust with Kingfisher Special School and Abingdon and Witney College. Whilst the post is to work within Fitzwaryn School, there may be a requirement to work across the trust after consultation.