Foxfield School

Teaching Assistant Level 1 (Supporting and Delivering Learning) Job Description

Foxfield TA1 salary range: SCP Band D 6-7

Working Hours: **TA1's at Foxfield who are employed for a five day week in school and are contracted to work 31 hours per week will work the following times**

Monday	8.45- 3.15
Tuesday	8.45- 3.15
Wednesday	8.45- 3.15
Thursday	8.45- 4.15*
Friday	8.45- 3.15

*The later finish on a Thursday is to enable the TA1 to attend the weekly staff meeting or training meetings. If the meeting is held on another day of the week then that day becomes the late finish and the TA1 would finish at 3.15pm on the Thursday.

Any alterations to these working hours will be with the prior approval of the Headteacher. The post holder is required to work term time, and will attend the five school training days each academic year.

Foxfield School provides the pupils with an increasing variety of extra-curricular and extended school activities. Where Teaching Assistants participate in these activities and work over and above their contractual paid hours they will be entitled to claim overtime.

Level 1 Teaching Assistants are required to work term time plus the five Staff Training Days per school year. This is 195 days in total.

Part time staff

All part time staff work a pro-rata amount of the hours worked by a member of staff on a full five-day week contract.

Description of the Post

As a member of the staff of the school, the Level 1 Teaching Assistant will be expected, during the normal week, to share in the corporate life of the school.

The Level 1 Teaching Assistant will be deployed by the Headteacher to support pupils in one or more classes within the school. Over time the post holder will be expected to develop their skills and ability to work with the full range of the pupils at Foxfield, and will be able to be

deployed to any class as required.

To administer to the pupils' general welfare; to develop positive working relationships with the teachers, other teaching assistants, therapy and medical staff, administration staff, midday assistants and parents.

Key Role / Functions

- To work with and supervise individuals and groups of children under the direction/instruction of teaching and/or senior staff, inclusive of specific individual learning needs, enabling access to learning for all pupils and assistance and support in classroom management and behaviour techniques.
- To work under the direction of the Level 3 Teaching Assistant in the teacher's absence.

Specific duties and responsibilities:

Support the Achievement of Pupils

- To work alongside individuals and groups of pupils in activities specified by the class teacher, establishing good relationships and acting as a role model.
- Facilitate inclusion within the classroom.
- Where appropriate to participate in pupils' play and extend and stimulate language through conversation.
- To encourage pupils to interact with others and engage in activities led by the teacher.
- Establish constructive relationships with parents/carers.
- To share information from parents/carers with class teacher or other relevant person while adhering to confidentiality.
- Report pupil achievements, progress and issues as appropriate in agreed format.
- To assist in the creation of display of pupils' work to celebrate their achievements.
- Assist pupils from transport into school and back into transport at the end of the day, as and where appropriate.
- To encourage good personal hygiene and assist with necessary self-help skills (feeding, toileting, dressing etc.).
- Assist pupils involved during pool activities.
- Support the implementation of individual pupil's care plans, handling plans or individual behaviour plans. This can require the post holder to use Restrictive Physical Intervention techniques with pupils, for which training will be given.
- In accordance with the school policies and procedures regarding age appropriate care and supervision, meet the pupil's physical needs. This can include:

  I. Escorting pupils to the toilets and supervising them in line with good health and safety practises.
  II. Assist pupils who have soiled themselves.
  III. Bath or shower pupils if necessary.

IV. Wash clothing if necessary
V. Assist pupils in moving around school

- To assist in the supervision of pupils on outings and visits.
- To treat all information relating to a pupil as strictly confidential, and refer all enquiries, other than from professional, to the Headteacher.

Supporting the Quality of Teaching and Learning

- To act on instruction from teachers regarding the daily/weekly programme of activities and events.
- To work with other staff to meet the requirements of Individual Education and Health Care Plans.
- To ensure an optimal teaching and learning environment by setting out and preparing learning resources and maintaining a classroom environment.
- Provide minimal administrative and clerical support e.g. pupil record keeping, photocopying, filing, receiving and passing money to the school secretary.
- To assist with tasks within the school's assessment procedures.
- Support accessing the curriculum enabling them to understand and complete tasks.
- To be a proactive member of the school and class team.
- To participate in relevant professional development activities and seeking to improve classroom practice.
- To attend appropriate staff meetings as required.
- To prepare and assist specific activities, supporting pupils to understand instructions in respect of any learning strategies.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- To set out and prepare equipment, indoors & outdoors.

Support Behaviour and Safety of Children

- To have regard for the safety and well-being of all pupil at all times
- To work within an established behaviour management policy and anticipate and manage behaviour effectively, promoting self-control and independence
- To support pupils beyond the classroom within School grounds, trips and events to ensure that all children are safe and accounted for.
- To meet the physical/medical needs of the pupil according to a pupil's individual health care plan whilst encouraging independence wherever possible. Medical needs include the administration of medicines by mouth or other medical procedures provided appropriate training has been given by an appropriate person. Physical needs may include feeding, tube feeding, toileting, dressing, using hoists etc.
- Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned)
- To promote the policies and ethos of the school.

- To assist with the general supervision of children during breaktimes and/ or when required.
- Assist pupils from transport into school and back into transport at the end of the day, as and where appropriate.

General

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable instruction from the Headteacher to undertake work of a similar level that is not specified in this job description.