



Oak Tree School

Truro Business Park, Threemilestone, Truro, Cornwall TR4 9NH

T 01872 264 221 E oaktreeschool@acorncare.co.uk

www.oaktreeschoolcornwall.co.uk

Job Description: Teaching Assistant

Reports to: Headteacher, Deputy Headteacher and Senior Leadership Team

The post holder will be expected to liaise with staff across the organisation to ensure a consistency of approach regarding standards, support, transition and quality of provision.

Review and Amendment: This job description will be reviewed annually and may be subject to modification and amendment following consultation between the Headteacher and the post holder.

Main purpose of the job: To take a pro-active role in the support of the educational, social and physical needs of the pupils; to support the curriculum and the school through the provision of assistance to the teacher in the practical organisation of class activities and small group work. To meet the needs of pupils with specific needs for learning support in relation to severe physical, learning and complex behavioural difficulties.

Duties and responsibilities:

1. To assist individuals and groups of children in developing knowledge, skills and attitudes as defined by the Curriculum. To take into account the learning support involved to aid the children to learn as effectively as possible
2. To establish supportive relationships with the students concerned and to encourage acceptance and inclusion of all students
3. To encourage social integration within the school setting and individual development of pupils. To develop methods of promoting and reinforcing pupils' self-esteem
4. To assist in preparing, using and maintaining relevant teaching resources, including wall displays and cleaning up classrooms after activities. To ensure that basic classroom materials are available for use
5. To assist with lunch and break-time supervision of students
6. To accompany children on educational visits and outings as supervised by the Class Teacher
7. To assist with the assessment, monitoring and recording of student's progress, health, behaviour and general wellbeing. To feedback any information (including concerns) regarding the well-being and educational needs of students to the Class Teacher, Headteacher or Designated Safeguarding Lead as appropriate



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8. To be aware of confidential issues linked to home/student/teacher/school work and to ensure the confidentiality of such sensitive information
9. To supervise an individual or small group of students within a class under the overall control of the teacher
10. To administer minor first aid (as trained), assist in the dispensing of medically prescribed controlled drugs and to assist with the personal hygiene and physical needs of students with regard to health and safety as required
11. To meet the needs of incontinent students
12. To meet the needs of pupils with emotional and behavioural difficulties. To support the Class Teacher in the management of students with challenging behaviour so as to prevent harm and disruption to the student or others
13. To carry out administrative tasks associated with all of the above duties as directed by the Class Teacher
14. To remain aware and work within all relevant school working practices, policies and procedures
15. To attend staff meetings, Twilight sessions and school-based INSET as required. To meet with the SENCO and/or other appropriate staff
16. To be aware of and work in accordance with the school's child protection policies and procedures, and to raise any concerns relating to such procedures which may noted during the course of duty
17. To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Schools Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection)
18. To maintain confidentiality of information acquired in the course of undertaking duties for the department
19. The post holder is responsible for his/her own self-development on a continuous basis
20. To undertake other duties appropriate to the grading of the post as required



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Other Duties and Responsibilities: A job description can never be fully descriptive and exhaustive of unforeseen changes or circumstances. It is expected that staff will, within reason, respond to unforeseen circumstances and emergencies as they arise, commensurate with their qualifications, experience and the situation.





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PERSON SPECIFICATION

Job Title: Teaching Assistant

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<u>Relevant Experience</u>		Previous experience of working with children within a primary or secondary classroom environment or similar including those with social, emotional, mental health, communication difficulties and associated challenging behaviours	Application form Interview
<u>Education & Training</u>	Good levels of literacy and numeracy	Attainment of 4 GCSE qualifications (or equivalent), or able to demonstrate equivalent knowledge, skills and aptitude through previous work experience	Application form Interview
<u>Special Knowledge & Skills</u>	Organisational skills Good communication skills A commitment to safeguarding the welfare of all children	Knowledge of issues relevant to education and child development	Interview
<u>Any Additional Factors</u>	Able to prioritise between different demands Self-motivated, and able to work in a team An interest in children and education Patient and friendly approach	Able to work without supervision	Interview