

# BETTRIDGE SCHOOL

## JOB DESCRIPTION



**Name:**

**Post:** Teaching Assistant 1

**Grade:** E (Point Range 13 – 19)

### Special Conditions

- 27½ hrs per week (full-time being 37 hours).
- Term time only for 39 weeks per academic year.

**Qualifications** No specific qualification required

### Relationships

- The post holder is responsible to the Headteacher and appropriate teaching staff.
- The post holder is required to interact on a professional level with colleagues and to seek to establish and maintain productive relationships in order to work as part of a team committed to providing the best possible quality of teaching and learning in the school.

**Principal Contacts** Pupils, Teachers, TAs, Management Team, Leadership Team, NHS Staff

### Purpose

- To support teaching staff with their responsibility for the development and education of pupils with moderate, severe and/or profound and multiple learning difficulties.
- To support individual pupils in accessing the curriculum provided by the school.

### Key Tasks – Pupil Support

To be carried out under the direction of teaching staff:

- Supervise the activities of individuals and small groups of pupils to ensure their safety and to facilitate their physical and emotional development.
- Give positive encouragement, feedback and praise to reinforce and sustain the pupils efforts and develop self-esteem.
- Undertake those activities necessary to meet the physical and emotional needs of individuals or small groups of pupils with moderate, severe and/or profound and multiple learning difficulties.
- Support the pupils in developing social skills both in and out of the classroom.
- Actively engage in the delivery of the pre-determined educational programmes and curriculum activities developed by teaching staff towards meeting individual outcomes.
- Monitor the progress of individual pupils and report on this to the class teacher as appropriate.
- Support the use of ICT in learning activities and with specific programmes to support learning.
- Assist teaching staff in the preparation and care of educational resources including photocopying, laminating and making resources. Assist in the display of pupil's work.
- Consistently and effectively follow the agreed Personal Support Plans and where appropriate, to know and apply positive handling techniques.

- Promote good pupil behaviour, dealing promptly with conflicts and incidents and encouraging pupils to take responsibility for their own behaviour in line with established school policies.
- Expectation to participate in all of the activities that the pupils undertake, e.g. swimming, PE, horse riding, etc unless medical needs prevent this.
- Support pupils with personal care and medical needs where appropriate.

**Key Tasks - General**

- Carry out supervision of pupils as detailed by the Headteacher.
- Participate in class meetings as appropriate.
- Accompany teacher and pupils on educational visits.
- To know and apply school policies including Child Safeguarding, Health and Safety, Behaviours etc.
- Participate in appraisal and staff development activities appropriate to the post, to further knowledge and skills of working with pupils with specific learning difficulties.
- Participate in school development.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed.

**Signed** .....

**Date** .....

**Bettridge School**  
**Teaching Assistant 1 – Grade E**  
**Person Specification**



**Essential requirements:**

- Have good interpersonal skills and the ability to build and form good relationships with pupils, colleagues and other professionals
- Must enjoy working as part of a team, be adaptable and supportive of colleagues
- Good organisational skills
- A high standard of professional pride and a good work ethic
- Have evidence of good attendance and punctuality
- The ability to show sensitivity and objectivity in dealing with confidential issues whilst maintaining confidentiality
- The resilience and flexibility to work in a friendly and rewarding, but extremely challenging school environment
- The ability to meet the physical demands required of the job
- The ability to remain calm under pressure when dealing with difficult situations
- A commitment to supporting the school's aims and objectives
- A willingness to work with any age group, ability and need within the school

**Desirable skills:**

- Knowledge and experience of pupils with complex special educational needs
- The ability to work under own initiative and be self-motivated whilst following planning
- An understanding of the principles of child development

**Continuing Professional Development:**

- The ability to improve own practice/knowledge through self-evaluation and learning from others
- A desire to enhance and develop skills and knowledge through CPD