

## Job Description

**Job title:** Teaching assistant  
**Directorate:** People directorate  
**Service:** Special Schools  
**Location:** Tiverton School  
**Grade:** 3  
**Hours:** flexible



### **Job Purpose**

To support teaching staff in the education and care of pupils in the school, including the provision of detailed and specialist skills and knowledge to meet a range of needs

### **Duties and Responsibilities**

- Assist the class teacher with the assessment of pupil progress
- Assist the class teacher and senior member of support staff in supporting individuals or groups of pupils with the full range of curriculum activities; this may include visits, special events and residential experiences
- Implement specialist programmes under the guidance of the multi-disciplinary team, for example speech and language therapists, physiotherapists, teachers from sensory support, occupational therapists etc
- Prepare, display and mount work, set out equipment and materials to support teaching
- Under supervision, assist in maintaining and evaluating pupil records
- Share in the provision of specialist activities to enrich learning experiences for pupils
- Accompany pupils on educational placements, including placements in other schools as part of a specific programme for that child
- Provide, under guidance, general care for pupils, which may include assisting children with their intimate care and toileting needs, feeding needs or caring for sick children
- Assist on an individual basis and under guidance, in the implementation of pupils' care plans which have been developed in partnership with nursing staff
- Undertake general classroom administrative tasks as required by the classroom teacher, such as the upkeep of records, home- school diaries, filing, photocopying and responding to requests from parents
- Attend staff and class team meetings as required
- Assist in supporting effective home- school links, for example completing home school diaries, attending parents' evenings, undertaking joint home visits
- Use specialist skills and training to support the behaviour management of pupils with behavioural, emotional and social development needs including assisting with the development and implementation of behaviour strategies
- Prepare and maintain teaching resources and equipment
- Utilise ICT in learning activities and develop pupils' competence and independence in its use.
- Share in the supervision of pupils during break times and lunch times
- Contribute to the development and maintenance of school policies

- Participate in professional development opportunities and the school's annual professional development review process
- Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.
- Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.
- Any other duties and responsibilities within the range of the salary grade
- There may be a requirement to carry out particular duties as the Headteacher may reasonably direct from time to time

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

#### **Guidance and Supervision**

- The post holder will work under the general guidance and supervision of the Class Teacher and Senior Support Staff
- Professional Development review will be undertaken with the Support Staff Manager and a member of the Senior Leadership Team.

#### **Notes**

- The exact focus of the role will be decided at school level and will take into account the needs of the pupils, the school and the development needs of members of staff
- The job description will be reviewed annually through the professional development review process

**Person Specification**

**Job title:** Teaching assistant  
**Directorate:** Children, Learning and Young People  
**Service:** Special Schools  
**Location:** Tiverton School  
**Grade:** 3



<b>Qualifications and training</b>	<b>Criteria will be measured by:</b>
<ul style="list-style-type: none"><li>• Successful completion of NVQ2 Qualification</li><li>• Evidence of participation in locally acknowledged in service training relating to special educational needs;</li></ul>	A A
<b>Experience</b>	
<ul style="list-style-type: none"><li>• Previous experience of working with children- this could take the form of paid employment or voluntary work</li></ul>	A
<b>Knowledge</b>	
<ul style="list-style-type: none"><li>• Knowledge of child development and different ways children learn</li><li>• Knowledge of procedures for safeguarding children</li><li>• Knowledge of procedures to ensure equality of opportunity</li></ul>	I R A I A I
<b>Skills and Abilities</b>	
<ul style="list-style-type: none"><li>• A high standard of literacy and numeracy skills</li><li>• A good level of competence and an up to date working knowledge of ICT</li><li>• The ability to manage sensitively the personal care of pupils, including intimate care needs, feeding and caring for sick children</li><li>• The ability to contribute to the maintenance of clear, accurate records</li><li>• The ability to support the behaviour management of pupils, including assisting with the development and implementation of behaviour strategies</li><li>• Communicate clearly and in a variety of forms with a range of pupils and adults</li><li>• The ability to work as a member of a team and foster positive relationships with a range of other professionals</li><li>• The ability to accept supervision and respond to instructions, guidance and feedback from others</li><li>• Good organisational skills</li></ul>	A R A I I I A I A R I R I R A R

<ul style="list-style-type: none"> <li>• Practical and organisational skills to contribute to the preparation and management of educational resources</li> <li>• Willingness to participate in further training and developmental opportunities</li> <li>• Commitment to maintain confidentiality on all school matters</li> <li>• Commitment to high expectations for all pupils</li> <li>• Self-motivation and personal drive to complete tasks to the required timescales and quality standards</li> <li>• Adaptable and enthusiastic</li> </ul>	A I  A A R R A R A  R
<b>Notes</b>	
This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.	

Code used for criteria

Interview (I)  
Application (A)  
Reference (R)