

# PARK HILL PRIMARY SCHOOL

## Job Description

**Vacancy Reference No:**

<b>Job Title:</b>	TEACHING ASSISTANT (WITH SEND RESPONSIBILITIES)	<b>Job Number:</b>	
<b>Directorate:</b>	Children Learning & Young People	<b>Post Number:</b>	
<b>Service:</b>	CLYP	<b>Grade:</b>	3
<b>Location:</b>	PARK HILL PRIMARY SCHOOL		

**Main Duties and Responsibilities:**

1. Assist teaching staff as required, including helping individual children and leading groups with the full range of curriculum activities and use of information technology as appropriate.
2. Where the post holder is employed to work with a special need pupil s/he will undertake specific support duties in respect of those pupils and as outlined in any EHCP plan.
3. Prepare, display and mount work, set out equipment/materials under the direction of Class Teachers.
4. Make and maintain teaching aids and equipment for example undertake simple repairs of books and equipment.
5. In collaboration with Class Teachers ensure classrooms and other teaching areas are kept in a tidy state and equipment and materials are stored correctly
6. Provide physical care and attention for personal needs, including care of children who are sick, possible intimate care duties and escorting sick children home where necessary.
7. Undertake supervision of children in the playground and dining room, including regular lunchtime supervision, as determined by the Headteacher/Class Teacher
8. Liaise with teachers and other staff to obtain exchange and record information on individual children.
9. Assist with tasks in respect of classroom activities as required including maintaining library book records; collection and recording of monies e.g., school outings, book club, maintaining classroom supplies and general classroom duties such as photocopying and filing.
10. Assist the Class Teacher in preparing and supervising outings and visits and, if required, helping to organise out of school functions, such as outings, summer fairs and open evenings
11. Assist the Class Teacher in supporting volunteer helpers and students in the classroom.
12. Assist the Class Teacher in supporting Home Links and attend SEN parent review meetings as necessary.
13. Attend Staff Meetings as necessary
14. Assist supply staff with the daily classroom routine as determined by the Class Teacher.

**AND** such duties as are within the scope and the spirit of the job purpose, the title of the post, and its grading.

Any other duties and responsibilities within the range of the salary grade.

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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

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.

**Responsible to:** APPROPRIATE PHASE LEADER

**Date Reviewed:** JANUARY 2016

**Updated:** FEBRUARY 2021

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## Person Specification

<b>Job Title:</b>	TEACHING ASSISTANT (WITH SEND RESPONSIBILITIES)	<b>Job Number:</b>	
<b>Directorate:</b>	Children Learning & Young People	<b>Post Number:</b>	
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Area	Description
<b>Knowledge:</b>	<ul style="list-style-type: none"><li>• an understanding of the needs and characteristics of young children</li><li>• some understanding of child development and the way in which children learn</li><li>• some understanding of SEND</li><li>• an understanding of the roles played by various adults in children's education</li><li>• an understanding of equal opportunities issues and an awareness of what this involves e.g. being able to communicate with people from minority groups and people with disabilities.</li></ul>
<b>Skills and Abilities:</b>	<ul style="list-style-type: none"><li>• work with the class teacher and/or other professional staff for the hours required in order to assist in the development and implementation of practical strategies or ideas to achieve set objectives, including work with information technology</li><li>• to assist children on an individual basis but also work as part of a team</li><li>• to be able to explain tasks simply and clearly</li><li>• to be supportive and caring, handling situations with patience and sensitivity</li><li>• to have competency skills in numeracy and literacy e.g. be able to spell</li><li>• to assist pupils in developing reading, writing, numeric, craft and other basic skills</li><li>• be able to lift/carry pupils and materials</li><li>• able to make and maintain teaching aids and equipment e.g. simple basic repairs of books</li><li>• follow laid down procedures for the storage of equipment and materials</li><li>• able to act as a carer to sick children</li><li>• able to deal with tasks such as toileting, toilet accidents and vomiting</li><li>• able to undergo training in First Aid as required</li><li>• to supervise and control children and adhere to defined standards</li><li>• able to accept authority and supervision and respond appropriately</li><li>• to work with guidance but under limited supervision</li><li>• to liaise and communicate effectively with others in respect of the duties of the post and to give and provide information and instructions, whilst recognising the importance of confidentiality in a school setting</li></ul>
<b>Experience:</b>	<ul style="list-style-type: none"><li>• Previous experience within a school or nursery setting preferred with young children e.g. as a parent, voluntary work such as Brownies, Cubs, playschemes, playgroups, crèches, dining room assistant</li><li>• Experience of working with SEND children</li></ul>
<b>Educational:</b>	<ul style="list-style-type: none"><li>• Full and relevant Level 3 Childcare Qualification</li></ul>
<b>Special Requirements:</b>	<ul style="list-style-type: none"><li>• This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A DBS will be required prior to appointment.</li></ul>

**Date Reviewed:** JANUARY 2016

**Updated:** FEBRUARY 2021