

## Sherbourne Fields School

# JOB DESCRIPTION

**JOB TITLE:** TEACHING ASSISTANT

**SERVICE:** Special Schools

**SECTION:** Sherbourne Fields School

**Job Purpose:** To assist and support classroom teachers with the education of children in the school.

### Duties and Responsibilities:

1. Assist teaching staff as required, including helping individual children and groups with the full range of curriculum activities.
2. Assist in meeting the full range of personal care needs required by individual pupils, including toileting, changing and feeding.
3. Liaise with teachers and other staff at the school to obtain, exchange and record information on individual children.
4. Assist the class teacher in supporting home school links and, if required, accompany the teacher on home visits.
5. Assist supply staff with the daily classroom routine in the absence of the class teacher.
6. Prepare, mount and display work; and set out equipment/materials under the direction of the class teacher.
7. Make and maintain teaching aids, equipment and classroom supplies.
8. In collaboration with the class teacher, ensure that the classroom and other teaching areas are kept in a tidy state, and that equipment and materials are stored correctly.
9. Provide physical care and attention for children who are sick, which may include escorting sick children home or to hospital where necessary.
10. Provide appropriate support in the management of pupils' behaviour

11. Participate in the manual moving and transfer of pupils
12. Undertake supervision of children in the playground and dining room, as directed by the phase leader.
13. Assist the class teacher in preparing and supervising outings, visits and special events, including the collection and recording of monies.
14. Assist the class teacher in supporting volunteer helpers and students in the classroom.
15. Attend staff meetings as required.
16. Any other duties as are within the scope and the spirit of the job purpose, the title of the post and its grading.

#### **NOTE**

Any attendance of a teaching assistant at an activity which is outside the contractual hours of working will be subject to prior mutual agreement between the teaching assistant and head teacher (or another teacher acting on the head's behalf). This will include the basis upon which attendance will be undertaken i.e. time off in lieu or paid time at the appropriate rate. If an individual attends an out of school activity in a purely voluntary capacity such an arrangement will be dealt with as an entirely separate matter to this employment.

Duties, which include processing of any personal data, must be undertaken within the corporate Data Protection Guidelines (Data Protection Act 1998).