JOB DESCRIPTION – TEACHING ASSISTANT LEVEL 2A

31 hours per week – Term time only + INSET days
Hours 8.50am – 3.20pm, Monday – Friday with 30mins lunch break.

PURPOSE OF JOB.
To work under the direction of the class teacher in a positive, professional manner to assist in delivering his/her plans to facilitate the effective learning and communication development of pupils and working as part of the class team.

Manor School is in the process of joining Brent Specialist Academy Trust. The post holder may be required to work across the Trust as and when necessary.

ORGANISATIONAL RELATIONSHIPS
Responsible to: The Headteacher or in her absence, the Deputy Headteacher.
Line manager: Class teacher

MAIN DUTIES AND RESPONSIBILITIES AS DIRECTED BY THE CLASS TEACHER
1. To work positively with all staff to ensure effective learning in and out of class. This will include using information and communication technology.
2. To work positively with all staff to ensure effective learning and social functioning of pupils in and out of class.
3. To support children’s learning and develop their communication, academic, self help, independence and social skills.
4. To work positively with children who may present with challenging behaviour and implement pupil’s behaviour plan where applicable. Keeping written records of any incidents (to be handed to the Headteacher).
5. Dealing with pupils self/intimate care needs in a caring positive manner this may include dealing with soiled or dirty clothes, washing and changing the children etc.
6. Undertaking playground and lunch duties on a daily basis, including playing with pupils and modelling positive play, and taking part in a range of non-classroom activities as required.
7. Handing over of children to and from the coach escorts each day, morning and afternoon.
8. Accompanying the class on school trips and ensuring their safety at all times.
9. Attendance at induction sessions is essential.
10. Attendance to training days and staff meetings as required (this will be paid for when considered relevant as part of professional development).
11. When applicable contributing accurately to a factual record of any illness, accidents and/or medication.
12. Being aware of and ensuring Child Protection and Safeguarding Procedures are followed. This includes monitoring and contributing to records by reporting to the designated teacher for child protection and ensuring the confidentiality of all records.
13. Being aware of all school policies and follow them at all times.
14. The post holder must at all times carry out her/his duties with due regard to the LA’s Equality Policy, Health and Safety Policy and Child Protection procedures.
15. Undertake other duties as required.

I agree to undertake the duties listed above.

Signed: __________________________________________ Date: _____________________