



Fairfields School

Inspiring everyone to shine

Job Description: Teaching Assistant – Special Educational Needs Level 2 (Grade E) with Lifeguard Responsibilities

Job reference: 1484

This job description may be amended at any time following discussion between the Headteacher and member of staff and will be reviewed annually.

Overall purpose of the post:

Work with other members of the swimming team by providing a lifeguarding service and general assistance with the operation of the pool

To support the Swimming Pool Coaches and Site Supervisor with the safe, efficient and effective management of the pool facilities

Key responsibilities:

- To support the supervising of the Swimming Pool and associated facilities in accordance with the laid down procedures, ensuring that high standards of safety are maintained for all users
- To provide a lifeguarding service during all warm water sessions
- To be a named First Aider within school holding Paediatric First Aid and First Aid at Work
- To remain vigilant and respond immediately to any emergency
- To assist in the effective operation of programmed activities, including equipment set up and changeovers as required for the scheduled programmes
- To undertake water testing when it is due during allocated time on site, reporting to the Swimming Pool Coaches or to the Site Supervisor any discrepancies or concerns immediately. If the water test is outside the safe limits, the lifeguard must prevent access into the pool water by any person until a competent person has re-set the water treatment and confirm the quality is back within specification and safe
- To undertake the cleaning of the whole facility (including changing rooms, toilets, pool and poolside, other public areas) adhering to a schedule and standards set
- To report any defects in or damage to equipment associated with the facility, reporting any / issues to the Swimming Pool Coaches or to the Site Supervisor staff as required
- To establish and maintain excellent relationships with all pupils, parents and staff, both internal and external and to ensure everyone feels welcomed and valued
- To ensure the security of the pool area including locking doors and reporting any faults on the system
- To ensure continuous personal development, including attending refresher sessions, maintaining personal fitness appropriate for lifeguarding duties and to maintain and retain appropriate lifeguard qualifications

General Learning Support Assistant Role

To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

Support for pupils

- Supervise and provide support for pupils ensuring their safety and access to learning activities
- Establish constructive relationships with pupils and interact with them according to individual needs
- Promote the inclusion and acceptance of all pupils
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes including toileting, hygiene, and feeding/ mealtimes, to help with development of social skills and to ensure that the school's health, safety and behaviour policies are maintained

- Carry out medical procedures (e.g., catheterisation and gastrostomy feeding) in accordance with NCC/NHS protocols and generally support the social development and welfare needs of individual pupils including the administration of medicines in accordance with school
- To care for a sick or injured child accompanying them to hospital and remaining with them until the parent arrives to ensure continuity of care
- Encourage pupils to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher
- Assist with the supervision of pupils and planning of activities out of lesson times (*for example at lunchtimes, before and after school*) to enhance service delivery and encourage structured and positive play
- Assist pupils with mobility equipment such as using wheelchairs and/or hoists to support pupils in their learning environment

Support for teachers

- Create and maintain a purposeful, orderly, and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Assist with the planning of learning activities
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour. Where required and suitably trained use appropriate physical restraint techniques in accordance with relevant policies and procedures
- Establish constructive relationships with parents/carers
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work
- Provide clerical/admin. support e.g., photocopying, typing, filing, money, administer coursework etc.

Support for the curriculum

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Undertake programmes linked to learning strategies e.g., literacy, numeracy, recording achievement and progress and feeding back to the teacher
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain, and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

Support for school

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher



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Attributes	Essential (E) / Desirable (D)
Experience	<ul style="list-style-type: none"> • Demonstrable experience of working with or caring for children with special needs (E) • Knowledge of special needs (E) • Working in a Swimming Pool/ Leisure Centre environment (E)
Qualifications	<ul style="list-style-type: none"> • Good numeracy/literacy skills (E) • NVQ 2 for Teaching Assistants or equivalent qualifications or experience (D) • Training in the relevant learning strategies e.g., literacy (D) • National Pool Lifeguard Qualification (NPLQ) or equivalent (E) • First Aid (E) • Swimming Coach qualification (D) • Pool Plant qualification (D)
Knowledge and skills	<ul style="list-style-type: none"> • Effective use of ICT to support learning. (E) • Use of other equipment technology – video, photocopier. (E) • Understanding relevant policies/codes of practice and awareness of relevant legislation. (E) • General understanding of national/foundation stage curriculum and other basic learning programmes/strategies. (E) • Basic understanding of child development and learning. (E) • Ability to self-evaluate learning needs and actively seek learning opportunities. (E) • Ability to relate well to children and adults. (E) • Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these. (E) • Good communication skills • Able to take responsibility and work on own initiative • Enthusiasm and commitment
Personal Attributes/Competencies	<ul style="list-style-type: none"> • A commitment to safeguarding and protecting children and young people Able to work flexibly to meet the requirements of the post

I have reviewed this job description and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description.

Signed.....

Date.....

Print Name