



JOB TITLE	Teaching Assistant
RESPONSIBLE TO	Teachers, HLTA, Class Lead
SCALE	Scale 4

Oxlow Bridge is a new school for pupils with profound and multiple learning difficulties which opened in September 2025.

Main purpose of the job:

- To work as part of a wider team to support pupils to enable them to achieve their maximum learning potential in all areas
- To work under the direction/guidance of teaching staff to supervise and assist pupils (one to one or in small groups) across a wider range of learning activities. These could take place both within a classroom and in wider learning environments.
- After appropriate training, to support pupils with their daily care needs and physical programmes which will be embedded into their personalised learning plans.

Main duties and responsibilities:

- To support and follow the pupils' individual educational programmes, under the direction of the class teacher/Lead.
- To support the class teacher/Lead to create and prepare a positive classroom learning environment that uses a range of different learning resources and equipment appropriate to individual needs.
- To assist with recording and reporting of individual pupil learning as directed by the class teacher/Lead.
- Support pupils' independence by modelling a total communication approach and undertaking ongoing whole school training linked to this.
- Promote and follow individual positive behaviour support plans in line with the Schools Positive Behaviour Support Policy, including training, record keeping and review.
- Assisting pupils with all areas of their personal care needs ensuring dignity at all times and following care plans correctly after appropriate training. This may include but is not limited to - eating, drinking, tube feeding, toileting, suctioning, seizure management, oxygen administration.
(All medical designated tasks will be agreed by, trained and have competencies signed off from health teams)
- Administering and recording agreed daily and rescue medication after training from the health teams inline with the schools Medication Policy.
- Carrying out manual handling procedures and following students' individual physical programmes after appropriate training.

Professional expectations:

- To be able to work across all areas/teams within the school
- To monitor any difficulties or problems and report these to teaching staff
- To follow the school's policies and procedures and adhere to the adult Code of Conduct
- To be fully aware of and understand their duties and responsibilities in relation to Child Protection and safeguarding
- Taking responsibility for their own personal development and undertaking training as requested including in all mandatory areas as well as the school's appraisal process.

Health and Safety:

- To observe the requirements of and implement the School's Health and Safety Policy.
- To understand their responsibility for H&S issues in their place of work. To ensure the safeguarding of pupils/staff at all times

Confidentiality and Data Protection:

- To comply with the Academy's policies about the protection of data
- To comply with legal requirements placed on the Academy by the Data Protection Act and GDPR regulations
- To treat all information acquired through employment both formally and informally in strictest confidence

General:

The duties and responsibilities set out in this job description are not restrictive and the post holder may be required to undertake additional duties from time to time. Any such duties should not however substantially change the general character of the post.

Equal opportunities: the post holder must carry out their duties with full regard the equality policies of the School.

To undertake any other duties reasonably expected to be undertaken by a post holder at this level as directed by the Headteacher or their delegated representatives.

Conditions of Service:

This point is governed by the National Agreement on Pay and Conditions of Service for Local Government Employees, supplemented by local conditions as appropriate. The post -holder may be required to work outside of normal School hours on occasion, with due notice.

Candidates and employees are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates/Post-holders are required to give full details (including date and nature of offence/conviction/bind-over caution or otherwise) usually on the application form and are expected to disclose such information at the appointment interview.

This post allows substantial access to children, as such will be subject to an enhanced DBS check.

