



Fairfields School

Inspiring everyone to shine

Job Description: Teaching Assistant – Special Educational Needs Level 1 (Grade D)

Job reference: 1483

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

To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.

SUPPORT FOR PUPILS

- Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
- Assist the staff from the Health Team in providing support to the pupil whilst the authorised member of staff carries out medical procedures so that the schools health, safety, managing medical needs and behaviour policies are maintained
- Assist in dealing with conflict using different communication techniques to encourage all pupils to take responsibility for their own behaviour and promote independence
- To care for a sick or injured child, referring them when necessary to the Health Care Team and accompanying them to hospital and remaining with them until the parent arrives to ensure continuity of care
- Supervise and support pupils ensuring their safety and access to learning
- Support pupils in the learning environment in order to promote independence, inclusion, acceptance and equality of access to learning opportunities for all pupils
- Assist pupils, individually and in small groups, in the understanding and completion of pre-defined learning activities to meet the requirements of pupils and the curriculum
- Assist pupils with mobility equipment such as using wheelchairs and/or hoists to support pupils in their learning environment
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
- Encourage pupils to interact with others and engage in activities led by the teacher
- Encourage pupils to act independently as appropriate

SUPPORT FOR THE TEACHER

- Prepare classroom as directed for lessons and clear afterwards and assist with the display of pupils work
- Be aware of pupil problems/progress/achievements and report to the teacher as agreed
- Undertake pupil record keeping as requested
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate
- Gather/report information from/to parents/carers as directed
- **Provide routine clerical and other support to meet service delivery requirements** (*for example photocopying, typing, filing,*

SUPPORT FOR THE CURRICULUM

- Support pupils to understand instructions
- Support pupils in respect of local and national learning strategies e.g. literacy, numeracy, early years, as directed by the teacher
- Support pupils in using basic ICT as directed
- Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use

SUPPORT FOR THE 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 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 lunchtimes
- Accompany teaching staff and pupils on visits, trips and out of school activities as required



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Person Specification: Teaching Assistant – Special Educational Needs Level 1 (Grade D)

Attributes	Essential
Experience	<ul style="list-style-type: none">• Working with or caring for children of relevant age• Knowledge of special needs
Qualifications	<ul style="list-style-type: none">• Good numeracy/literacy skills• Participate in development and training opportunities
Knowledge/Skills	<ul style="list-style-type: none">• Appropriate knowledge of first aid• Use basic technology – computer, video, photocopier• Ability to relate well to children and adults• Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these

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