

NORTHWAY SCHOOL
The Fairway, Mill Hill, London NW7 3HS

MODEL JOB DESCRIPTION

Job Title: Teaching Assistant

Grade: C- D

Manager: Class Teacher

CONTEXT AND PURPOSE OF THE POST

Northway is a Special School for primary aged pupils with moderate learning difficulties and complex needs; the majority of pupils have autistic spectrum conditions and associated behaviour, learning and communication difficulties. The post holder will be expected to support the aims and ethos of the school by helping pupils to access all areas of the curriculum.

MAIN TASKS

1. Under the supervision of the class teacher to support pupils and help them in the classroom and school wide teaching and learning activities
2. To maintain a clean, healthy, safe and supportive environment
3. To assist in preparing the classroom and other learning settings and resources.
4. To participate in appropriate training to develop personal skills necessary to carry out the role
5. To work as a member of a small group with responsibility for one central area of school
6. To work as a member of a group with responsibility for a specific area of the curriculum

GENERAL PROFESSIONAL REQUIREMENTS:

All Learning Support Staff / Teaching Assistants are expected to:

- Have a commitment to ensure that every pupil is given the opportunity to achieve their potential and meet the high expectations set for them; promote independent learning and build self esteem
- To be aware of their safeguarding responsibilities and to follow school safeguarding protocols
- Establish effective and collaborative working relationships with professional colleagues.
- Be a positive model for all pupils through their presentation and their personal and professional conduct
- Be familiar with issues in the Induction handbook and with school policies and practices
- Actively take collective responsibility towards school resources, premises, pupils and procedures

JOB ACTIVITIES:

- Assist in preparing the classroom, or any other learning setting under the guidance of a team leader or other member of staff and clearing up, tidying processes
- Collect and return pupils from school buses at the start and end of the day
- Carry out agreed education programmes with individuals and small groups, including self-help programmes e.g. assisting pupils with toileting, eating and drinking and behaviour programmes
- To work with teaching staff and class team to plan and implement pupils' programmes and to monitor progress
- To be involved in collecting evidence and maintaining pupil records under the guidance of class teacher
- To photocopy and file work and reports as required and assist in displaying pupils work to achieve a stimulating and positive learning environment
- To assist in swimming sessions in the school pool and PE sessions including supporting pupils to dress and undress for these activities
- Support pupils eating their lunch in the dining hall at lunch time
- Supervise pupils on the playground at morning and afternoon playtimes
- To attend First Aid and related training and administer first aid as and when necessary and appropriate
- Administer prescribed medication following the school's established procedures
- To participate in safeguarding training and to work in conjunction with teaching staff to provide high quality care and welfare to pupils
- To attend occasional twilight training and development sessions
- To accompany students with teachers on educational outings
- To attend twice yearly Parents' Evenings and assist with the preparation and management of special events e.g. school concerts
- Launder soiled and dirty clothing as necessary
- Under the guidance of a teacher, alongside colleagues to participate in activities to develop and maintain resources for one curriculum area; In Early Years to maintain upkeep of outside play and kitchen areas
- To be responsible for maintenance and upkeep of a whole school shared area

Days to be worked:

All Learning Support Staff are expected to be available for work 200 days per year. In addition to the 190 days worked in term time, Learning Support Staff are expected to attend the 5 Inset days organised for training and development. Learning Support staff may be asked to work the remaining 5 days at the discretion of the Head Teacher.

July 2020