Isle of Wight Council
Job Description

Identifying Facts	
Title of Post: Teaching Assistant A	
Directorate: Education	Post No:
Section: Special Schools	Date: 14 May 2014
Responsible to: Class Teacher : HLTA	

Job Purpose

Using specialist skills, training and experience and working under the direction of, and in in co-operation with teachers and HLTAs, the postholder is required to support and on occasions lead, under the direction of a teacher, the learning of the class, small groups and individual students.

Major Tasks

1. Promote equality as an integral part of a role and treat everyone with fairness and dignity.

2. To develop and maintain a generic skill set that allows the Isle of Wight Council to employ your skills, abilities and experience across the Council and its formal partnerships as needed.

3. To work with the teacher to establish and maintain an appropriate, safe learning environment.

4. Assist with general classroom and school activities including leading activities in the absence of a teacher but always under the direction of a teacher i.e. following their planning.

5. Supervise and monitor the work of other members of the class team under the guidance of and in the absence of the class teacher. Provide feedback, support, guidance and training to class Teaching Assistants as required.

6. To act as mentor to any new Teaching Assistants – as allocated by Headteacher.

7. Following training, provide first aid / lifesaving cover / drive minibus etc as appropriate.

8. Take responsibility for class based developments / hold a whole school responsibility e.g. a trainer role / school council / supporting a curriculum area and report back to lead teacher or LMT as required.

9. Assist in the monitoring and evaluation of agreed aspects of SDP and contribute to the development of whole school policy and curriculum developments.

10. Assist with the supervision and appropriate management of pupils within classes and general areas of the school both inside and outside, as well as during lunch and break times and any relevant extra curricular activities.

11. Support pupils with their physical, personal care, health and medical needs as appropriate within safeguarding guidelines and in accordance with pupils' individual protocols / care plans.

12. Assist with the development and implementation of IEPs and behaviour plans.

13. Use a variety of communication strategies – depending on the needs of the pupils including intensive interaction, Makaton and PECS.

14. Assist with the implementation of agreed learning strategies, interventions and or therapeutic programmes for individual pupils such as physio / OT /SALT programmes / behaviour plans etc.

15. Escort and supervise pupils out of school at other establishments / community facilities and whilst on off-site visits.

16. Assist in the planning, preparation and implementation of teaching activities for all areas of the curriculum and carry out associated assessment tasks in agreement with class teacher.

17. Assist with the maintenance of pupil progress records and contribute to the collation of reviews and reports.

18. Attend school meetings in relation to pupils' progress and welfare especially in absence of class teacher e.g. Annual Reviews.

19. Provide clerical / admin support e.g. producing worksheets / symbolised resources.

20. Be aware of all Health and Safety policies and procedures and adopt safe working practices.

21. Undertake any necessary professional development including attendance at staff meetings and training events. Participate in the performance management process and help to identify own training and development needs.

22. Any other task reasonably requested by the Headteacher.

Generic quality statement: The Isle of Wight Council expects that its staff will adhere to its policies and procedures. All members of staff are expected to be familiar with procedures and undertake appropriate activities to support their learning and development.

Safeguarding - The Isle of Wight Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and operates stringent safer recruitment practices.

Diversity and Equality - All employees are expected to treat others with dignity and respect.

Health and Safety - The Isle of Wight Council has a duty to protect employees and all employees have a duty to protect themselves and others from harm as far as is reasonably practicable.

Data Protection and ICT Security – All employees are required to ensure that any information or data collected or input in to a Council system complies with the standards set out and any associated processes that are specific to an area of work.

This job description is correct as at the date given above. In consultation with the postholder it is liable to variation by management to reflect or anticipate changes to the job. As a term of employment the postholder may be required to undertake other duties in this post or, following consultation, any other post in any of the Isle of Wight Council's Directorates.