



Longcause Community Special School

JOB DESCRIPTION

POST TITLE: Teaching Assistant **GRADE:** D

To work under the guidance of teaching/senior staff to implement agreed work programmes with individuals and groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas, and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources.

Standard Hours of Work:

Monday	09:00-12:30, 13:05-15:15
Tuesday	09:00-12:30, 13:05-15:15
Wednesday	08:45-12:30, 13:05-15:15
Thursday	09:00-12:30, 13:05-15:15
Friday	08:45-12:30, 13:05-15:15

39 Weeks Per Year

Main Duties:

Supporting Pupils

- Assess the needs of pupils and use detailed knowledge and specialist skills to support their learning and development.
- Promote and encourage independence, inclusion, and acceptance of all pupils.
- Encourage pupils to interact and work co-operatively with others, engaging all pupils in learning and extracurricular activities.
- Support the implementation and review of Individual Education Plans (IEPs) or SEN support plans, contributing to personalised learning strategies.
- Observe and record pupil responses to learning activities, reporting progress and concerns to the teacher.
- Use agreed behaviour strategies with individual pupils to maximise their access to learning and follow the school behaviour policy. Participate in positive handling techniques where appropriate, following training.
- Provide information and advice to enable pupils to make informed choices about their learning, behaviour, and attendance.

- Attend to pupils' welfare needs, including personal care, dealing with bodily fluids where necessary and supporting physical well-being.
- Assist pupils during transport to/from school, ensuring safety and comfort.
- Support pupils in water-based activities, including swimming lessons and related events, ensuring safety and inclusion at all times.

Supporting Teachers

- Work closely with teachers in lesson planning, evaluating, and adjusting lessons and work plans as appropriate.
- Prepare, maintain, and organise curriculum resources and learning environments to meet lesson plans and relevant activities.
- Use agreed strategies to support pupils in achieving learning goals.
- Support ICT use in teaching and learning activities as required.
- Supervise whole classes during short-term absence of teachers, as directed.
- Manage and update pupil record systems, including tracking achievements, progress, and other relevant information.
- Communicate effectively with parents through various methods as directed.
- Provide objective feedback and reports to teachers on pupil achievement, progress, and other matters.

Support for School

- Promote and contribute to the overall ethos of the school, acting as a role model and setting high expectations.
- Treat all pupils, parents, and colleagues with courtesy, consideration, and respect.
- Present a positive personal image, contributing to a welcoming and inclusive school environment.
- Adhere to school policies on behaviour, confidentiality, data protection, conduct, absence, capability, grievance and safeguarding.
- Follow health and safety procedures, including safe systems of work, emergency procedures and risk assessments.
- Contribute to school initiatives aimed at raising standards and supporting inclusion, equality and diversity.

General Responsibilities

- Attend and actively participate in professional meetings, including Annual Review meetings if required.
- Participate in training, learning activities, and performance development to maintain and enhance professional knowledge and skills.
- Handle small amounts of money for school events, forwarding to the school office for processing.
- Undertake other duties appropriate to the grade of the post as directed by senior staff.
- Act at all times in accordance with relevant legislation, codes of conduct and school and council policies.

Name: Signed: (Employee)

Date: