



TEACHING ASSISTANT JOB DESCRIPTION	
NAME	
ACCOUNTABLE TO	Assistant Head Teacher / SENCo
SCALE	Bexley Pay Scale 5.1 – 5.4
DURATION	Permanent
APPOINTMENT FROM	
JOB PURPOSE	<ul style="list-style-type: none"> <li>• Provide in class support for students and teachers and support the development of a differentiated curriculum.</li> <li>• Support group and individual interventions and provide data to inform evaluation of progress.</li> <li>• Provide support with personal care, intimate care and medical care of students and support with their mobility and access.</li> <li>• Provide First Aid</li> </ul>
Key Area	Responsibility
<b>Responsibilities</b> <i>Carry out all duties and responsibilities in accordance with School policies and procedures and statutory requirements.</i>	<ul style="list-style-type: none"> <li>• Support teachers in ensuring that pupils with special / additional needs are able to access the curriculum and make progress over time.</li> <li>• Support and encourage students in developing learning habits particularly around memory and retention.</li> <li>• Contribute to the assessment of pupil needs and implications for their learning.</li> <li>• Champion the strategies outlined in student passports when supporting students.</li> <li>• Provide qualitative data on pupil progress in identified cohorts and response to interventions.</li> <li>• Support the role of parents in pupils' learning and contribute to meetings with parents where required.</li> <li>• Provide information to colleagues and outside agencies to support pupil progress.</li> <li>• Support intimate care plans and health care plans where this involves intimate / personal care (toileting, changing clothing and physiotherapy).</li> <li>• Support healthcare plans where this involves catheterizing, for example.</li> <li>• Carry out moving and handling to support student transfers onto equipment and toilets and with supporting mobility.</li> <li>• Support students, when required, on off site visits, trips and activities.</li> <li>• Undertake medical care in accordance with individual and generic healthcare plans under the supervision of the Student Medical Support Lead, the School Nursing Service and other external agencies (for example The Young Person's Diabetic Team and Epilepsy Specialist Nurse).</li> <li>• Attend occupational therapy sessions and appointments with wheelchair services or other external agencies as required and feedback to relevant colleagues.</li> <li>• Undertake training relevant to the above.</li> <li>• Provide First Aid</li> </ul>
Areas of Accountability	<ul style="list-style-type: none"> <li>• Progress of students in receipt of regular and ongoing support.</li> </ul>
Professional development	<ul style="list-style-type: none"> <li>• An ongoing and proactive commitment to professional development in support of student progress and the school's identified priorities, values and ethos.</li> </ul>



<b>Discipline, health and safety</b>	<ul style="list-style-type: none"><li>• Maintain good order and discipline and safeguard the health and safety among students both within the classroom, school premises and when they are engaged in authorised school activities elsewhere.</li><li>• To work in accordance with the guidelines set out in the school Health and safety policy and specific areas.</li></ul>		
<b>Examinations</b>	<ul style="list-style-type: none"><li>• Participate in arrangements for preparing students for external/internal examinations, in assessing students for the purpose of such examinations</li></ul>		
<b>General Responsibilities</b>	<ul style="list-style-type: none"><li>• Promote the school's values and ethos in accordance with the School's Professional Code.</li><li>• Work actively to develop professional expertise by participating in ongoing professional development.</li></ul>		
<b>Review of job description</b>	<ul style="list-style-type: none"><li>• This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post and the post holder may be required to undertake additional duties by the Executive Head Teacher/Head of School. It may be subject to modification and amendment at any time after consultation with the post holder.</li></ul>		
Signed member of staff		Date	
Signed appraiser		Date	
Approved Executive Head Teacher		Date	