

Headteacher: Ms Sarah Hobbs

St. Richard's Church of England First School
Four Pools Lane
Eversham
WR11 1DU



01386446416



Office@st-richards.worcs.sch.uk



www.st-richards.worcs.sch.uk



Job Description

All of us are children of God, created uniquely, so at St. Richard's we love one another as God loves us, we love to learn and we treat everyone with dignity and respect

Post title: Teaching Assistant

Directorate/School: Worcestershire County Council

Grade: 2

Reporting to: Headteacher

Responsible for: Named pupil

Under the direction and supervisor of the Class Teacher/SENco:

- Supporting the ethos of the school.
- * Adhering to and maintaining school routine and codes of conduct.
 - To assist the teacher with learning activities
- Contributing to the planning of work to meet the needs of the National Curriculum or EYFS and individual needs of pupils and students.
- Contributing to the formulation of Individual Education Plans including attendance at SEN reviews and other meetings relevant to the service/pupil needs.
 - To prepare and organise teaching resources including the checking and maintaining of classroom equipment and materials including control of stock within the classroom.
 - To prepare resources for lessons and activities.
- Assistance with the physical manipulation of objects and equipment.
 - General supervision, counselling and discipline of children and students, within the procedures of the school and/or service.
- To assist the teacher in liaising with parents and professionals such as speech therapists.
- To assist at an appropriate level with the provision of general care and welfare of children including:
 - (i) assistance with the personal hygiene routine, e.g. toilet training, changing of incontinent children, dressing and undressing;
 - (ii) the changing of soiled clothing including its disposal in the appropriate way;
 - (iii) assisting with children's injuries and where qualified, administering basic first aid;
 - (iv) (following consultation and agreement) to assist with the administering of 16 medicines under the direction of the appropriate medical staff;
 - (v) to assist with the identification and monitoring of children's general health and welfare.

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- Supporting children to be independent by helping them with tasks.
- Assisting the pupil to access the normal routines of the classroom.
- Preparation or modification of the work for the child under the direction of the class teacher, and supporting the child in carrying out this work.
 - Assisting in the implementation of programmes designed by other professionals such as educational psychologists, and speech and language therapists.
 - To contribute to meetings to discuss the specific child's progress.
- Assist with the provision of general care and welfare to pupils and to be mindful of the need to maintain a safe environment at all times.
 - Regular liaison with other agencies and carers.
- To maintain simple records as directed to enable the assessment of a child's ability and/or progress.
- To co-ordinate the work and liaise with other Teaching Assistants within the school including on the job training of other Teaching Assistants.

This post is subject to a criminal record check under the arrangements established by the Disclosure and Barring Service.

The Council reserves the right to alter the content of this job description, after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility.

Reasonable adjustments will be considered as required by the Disability Discrimination Act.

The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Council's Equal Opportunities Policy.

The English fluency duty applies to this post. Person specifications should include that the postholder must have the ability to support pupils and staff through fluent and accurately spoken English.