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**Castle Hill School**

Innovating Communicating Empowering

An Academy within the  
Interaction and Communication Academy Trust

Principal - Steve Perren

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**POST TITLE: EDUCATIONAL TEACHING ASSISTANT**

**GRADE: 7, (NJC SCP 14-17)**

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### **PURPOSE OF POST**

To work as part of a team including teachers and other support staff to support the learning and welfare of pupils with additional needs.

Provide practical support for learning, educational activities, developing social skills, integration and securing pupils' physical and emotional wellbeing including encouraging their independence.

### **KEY AREAS**

1. Teaching Support
2. Pupil Care and Support
3. Curriculum Activities
4. Use of Supporting Equipment
5. General

### **DUTIES AND RESPONSIBILITIES**

#### **1. Teaching Support**

- 1.1 To undertake duties in accordance with academy practices and procedures, ensuring the post holder actively upholds and promotes the philosophies of the academy.
- 1.2 To work under the direction of the class teacher ensuring that progress is clearly recorded in the relevant systems and relates to the learning objectives/goals for pupils.
- 1.3 Under the guidance of the teacher, supervise activities and assist with the general management and control of pupils in the academy.



- 1.4 Under the direction of the teacher provide one to one support to pupils or working with small groups of pupils on pre-planned activities, to reinforce the teachers approach.
- 1.5 To ensure that progress is clearly recorded in the relevant systems and relates to the learning objectives/goals for pupils.
- 1.6 To provide basic clerical duties where required e.g. photocopying, filing etc.
- 1.7 Under the guidance of the teacher ensure equipment or materials are suitable for the learning activities. Prepare materials and teaching aids where necessary.
- 1.8 Under the guidance of the teacher, work with individuals or groups of pupils in accessing the academy library and in the use of ICT and other relevant resources to support learning.
- 1.9 To participate in and assist in the supervision and support of pupils on educational visits, residentials and work experience in conjunction with the teacher/line manager.
- 1.10 As directed by the teacher to promote good pupil behaviour, dealing promptly with conduct and incidents in line with established policy and encourage pupils to take responsibility of their own behaviour.
- 1.11 To undertake relevant training and monitoring programmes as required from time to time by the Principal or the MAT, to ensure needs are addressed and expertise is developed.

## **2. Pupil Care and Support**

- 2.1 To provide support and guidance under the direction of the teacher on a one to one basis or to teams of pupils in their core skills and curriculum needs as per academy policies/practices.
- 2.2 To actively encourage the inclusion of all pupils to participate in the life and activities of the school and access the national curriculum to the best of their ability.
- 2.3 To provide individual assistance or assistance within groups through implementing behaviour plans, Individual Education Plans and teaching strategies etc. to maximise their achievements.

- 2.4 As required to deal with pupils who require physical restraint and intervention, using such methods as TEAM-TEACH, under the direction of the Principal.
- 2.5 To provide all aspects of personal care and support to pupil, ensuring this is carried out to a high standard, as per school guidance and direction i.e. toileting, intimate care issues.
- 2.6 Where required to assist with the general feeding and gastrostomy feeding of pupils.
- 2.7 As required, by the academy, to assist under the direction of the school nurse and/ or specialist, in medically related issues e.g. administering medication, physiotherapy treatment, occupational therapy, speech and language programmes.
- 2.8 Assist with the assessment and monitoring of pupils physical and emotional needs.
- 2.9 Ensuring pupils retain individuality, personal dignity and encouraging independence and self-esteem.
- 2.10 To contribute to plans, reviews and evaluations of pupils by monitoring and recording pupils' progress and personal care needs including attendance at meetings as required.
- 2.11 To provide lunchtime cover as required.

### 3. **Curriculum Activities**

- 3.1 Under the direction of the teacher, assist in the structured and agreed learning activities/teaching programmes.
- 3.2 To assist with the developing and maintaining of links between the academy, parents and the local community in support of pupils' learning.
- 3.3 To contribute in the presentation of pupils' work and maintenance of display areas.
- 3.4 To assist with the preparation and tidying of the classroom and upkeep of resources.
- 3.5 To attend and contribute to duty related meetings as required.

### 4. **Use of Supporting Equipment**

- 4.1 To ensure the correct and safe use of equipment i.e. lifts, hoists, mobility equipment and medical aids.

- 4.2 To provide assistance and advice to staff on the correct use of equipment.
- 4.3 To assist with the carrying out of basic routine safety checks of equipment and report any fault to the Principal/ line manager.

## 5. General

- 5.1 As part of your wider duties and responsibilities you are required to promote and actively support the Academy's and MATs responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.
- 5.2 Carry out your duties with due regard to current and future Academy's/MATs policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, your statement of particulars, induction and ongoing performance development and through academy communications.

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**RESPONSIBLE TO:** **Principal/Class Teacher/Senior Educational Teaching Assistant** (school to indicate)

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**RESPONSIBLE FOR:** **As directed by the Class Teacher**

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