

OAK LODGE SCHOOL

101, Nightingale Lane, London SW12 8NA

Tel: 020 8673 3453



JOB DESCRIPTION

Post Title: Teaching Assistant (TA)

Main purpose of job:

Responsible under the guidance of senior staff to provide specialist support in a specific curricular or resource area including preparation and maintenance of resources and support to staff and pupils

To enable pupils to progress and achieve by ensuring access to the curriculum

To assist the teacher in the management of individuals, groups of pupils and the learning environment.

To ensure pupils specific medical needs are met

To lead on particular welfare/personal/medical/sensory/therapeutic support for pupils and ensure their safety

Hours: TBA (39 weeks term time only)

Main Activities and Responsibilities

A. Support for Pupils

- Be aware of and contribute to individual learning support plans, behaviour plans, monitoring systems, individualised strategies used with a pupil etc.
- Use a range of skills, training and experience to support pupils.
- Establish professional and productive working relationships with pupils, acting as a good role model.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Promote good communication skills using systems appropriate for the individual pupil e.g. BSL, AAC (alternative and augmented communication device)
- Attend to pupils' personal needs and provide advice to assist in their social, emotional and behavioural development, health & hygiene, including Sensory Integration Programmes, personal care/toileting and performing medical procedures following training.
- Challenge and motivate pupils in an atmosphere in which they gain self-confidence, enjoyment, independence and motivation to learn.

- Under the guidance of the teacher provide feedback to pupils in relation to progress, achievement, behaviour, attendance, etc.
- Support pupils in a variety of learning settings:
 - classroom,
 - whole school events
 - enrichment
 - after-school clubs
 - day and residential trips, etc.

B. Support for the Teacher

- Maintain a purposeful, orderly and productive learning environment
- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
- Create resources to enable pupils to access the curriculum and make good progress
- Administer and assess routine tests and invigilate exams/ tests
- Provide objective and accurate feedback and reports as required (e.g. Child Welfare reports, Annual Review reports, etc.).
- Complete observation and behaviour charts as requested.
- Help to display work of high standard in the classroom and/or elsewhere, so that pupils can see the standard to which they can aspire.
- Work with a pastoral teacher to oversee pupils' welfare and maintain communication between home and school as directed.
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents through the use of appropriate strategies.
- Communicate effectively with, participate in and contribute to, regular meetings with the class-teacher about learning aims, strategies and systems used in class, in order to provide a consistent approach

C. Support for the Curriculum

- Use knowledge and skills to support the development of curriculum areas.
- Support and lead in a variety of learning settings
 - Classroom,
 - Whole school events,
 - Enrichment activities
 - After-school clubs
 - Day and residential trips, etc
- Participate in school systems to monitor and enhance the quality of teaching and learning.

D. Assist in the general efficient operation of the school

- Undertake break duties
- Undertake before-school and after-school supervision.
- Support a specific subject area

- Support identified pupil/s including 1:1 supervision outside of lessons
- Provide cover for teachers/TAs as directed by the Leadership Team
- Attend and participate in staff meetings, INSET sessions and other meetings as appropriate.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Actively support the overall ethos/work/aims of the school.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Be aware of and comply with policies and procedures relating to:
 - Child Protection,
 - Health, Safety and Security,
 - Confidentiality,
 - Data Protection,
 Report all concerns to the appropriate person using school systems.
- Read and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people.
- Ensure that the designated DSLs and the Headteacher are made aware and kept fully informed of any concerns in relation to safeguarding and/or child protection.
- Ensure that your line manager is made aware and kept informed of any other concerns relating to work.
- Undertake any other such duties as the Headteacher may reasonably direct from time to time.

Training expectations:

- Make a commitment to your own professional development, undertaking training that is identified through appraisal and the school development plan.
- Undertake training and implement school policies and procedures including:-
 - * Non Violent Crisis Intervention
 - * Fire marshal training
 - * British Sign language
 - * Medical training
 - * ICT and technology including laptops, tablets PC's

It is implicit that these duties are carried out in accordance with school and Council policies on equal opportunities.

Safeguarding and Child Protection is the responsibility of all staff.