

JOB DESCRIPTION
SHIRE OAK ACADEMY

Employer	The Governing Body
Name of Employee	

All employment requirements to be performed in accordance with the provisions of the National Joint Council for Local Authorities APT & C handbook.

The job description is designed to supplement the above by highlighting those areas regarded by the Principal as being of specific relevance and importance to Shire Oak School.

You have a professional responsibility to be engaged in effective, sustained and relevant professional development throughout your career and have a contractual entitlement to effective, sustained and relevant professional development throughout your career.

Health and Safety

Apart from any specific responsibilities which may have been delegated to them, all employees must:

- a) act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons;
- b) observe all instructions on health and safety issued by the academy or any other person delegated to be responsible for a relevant aspect of health and safety;
- c) act in accordance with any specific H&S training received;
- d) report all accidents in accordance with current procedure;
- e) co-operate with other persons to enable them to carry out their health and safety responsibilities;
- f) inform their Line Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger;
- g) inform their Line Manager of any shortcomings they consider being in the academy's health and safety arrangements
- h) exercise good standards of housekeeping and cleanliness;
- i) know and apply the procedures in respect of fire, first aid and other emergencies
- j) co-operate with the appointed trade union health and safety representative and the enforcement officers of the Health and Safety Executive

All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchase are considered.

Employees entrusted with responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities as appropriate are re-assigned in their absence. Such re-assignments must be approved by the employee's immediate superior.

1. Title of Post

Teaching Assistant

2. Salary and hours of work

35 hours per week – term time only + INSET days

3. Accountable and Responsible to:

SENCo/Learning Support Manager/Learning Support Assistant Managers

4. Main Purpose of the Job

To act as a Teaching Assistant

5. Accountable and responsible for the following key tasks:

Teaching and Learning

- Assist in the educational and social development of pupils under the direction and guidance of the Principal, SENCo and class teachers.

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IMMEDIATELY.**

- Assist in the implementation of Individual Education Programmes for students and help monitor their progress.
- Provide support for individual students inside and outside the classroom to enable them to fully participate in activities.
- Work with other professionals, such as speech therapists and occupational therapists, as necessary.
- Assist class teachers with maintaining student records
- Support students with emotional and behavioural problems and help develop their social skills.

Standards and quality assurance

- Support the stated aims and ethos of the school.
- Set a good example in terms of dress, punctuality and attendance.
- Attend team and staff meetings
- Undertake professional duties that may be reasonably assigned by the Principal
- Be proactive in matters relating to health and safety.

6. Further statement

This job description is effective from September 2020 and it replaces all previous versions. The contents have been agreed in discussion between the postholder and the Academy.

Your duties and responsibilities may be amended from time to time as determined by the Headteacher following consultation.

You should sign two copies of this job description. You should retain one and you should forward the second copy to the Headteacher.

Date

Your signature

Headteacher's signature

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