



## Shirley Junior School Job Description

**Post title:** Teaching assistant – individual pupil  
**Salary:** Grade 6  
**Responsible to:** Class teacher, Inclusion Lead, Head of School

### Teaching and Learning

- Organise a programme of study for the child, with learning objectives suitable to the child's needs in consultation with the class teacher and Inclusion Lead.
- Provide support and care for individual pupils inside and outside the classroom to enable them to fully participate in activities
- Administer any programme which has been suggested by another professional, related to the child's needs, e.g. speech therapy, behaviour management or occupational therapy.
- Assist class teachers with maintaining student records and carrying out appropriate observations and assessments.
- Assist the teacher in working towards the child's I.E.P. and to work with the teacher to address and review related targets.

### Health, safety and well being

- Take into consideration any safety issues related to the particular child's needs, both in the class and in the playground.
- Supervise the child closely at all times, taking into consideration the child's safety and the safety of others.
- Be aware of the school's restraint policy, and to employ restraint only under the school's guidelines.
- Be aware of any medical or social considerations in relation to the child, and liaise with appropriate professionals.

### Professional Development

- Attend team and staff meetings and participate in training through school and alternative provision.
- Engage with performance management and work towards agreed targets.
- Participate in any available training or experiences offered, in order to understand the child's needs as fully as possible.

### Administrative duties

- Support the class teacher in photocopying and resource creation where necessary to support teaching.

### Code of conduct

- Support the aims and the ethos of the school.
- Understand and implement school policies, particularly Child Protection, Teaching and Learning, Health and Safety and Equal Opportunities.
- Set a good example in terms of dress, punctuality and attendance.
- Undertake professional duties that may be reasonably assigned by the Head of School.

## **Other duties**

The postholder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate qualifications or receives appropriate training to carry out these duties.

The postholder must:

- Ensure that trust policies and procedures are implemented and followed;
- Work as appropriate with the Trust Central Services team in matters relating to finance, HR, IT and Health and Safety

This job description may be amended at any time following discussion between the Head Teacher and member of staff and will be reviewed annually.



**Shirley Junior School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.**