

### Job Description

Post Title:	<b>Teaching Assistant Level 2 Intimate Care and Physiotherapy</b>
Post Purpose:	To enable students to become independent learners
Reporting to:	SEND Manager
Working time:	Working 32.5 hours per week, Term Time Only + 5 days Training days. <i>TAs are required to attend a 1 hour training session after school every other Tuesday and will receive overtime or time in lieu for attending these session.</i>
Place of Work:	Your principal place of work will be at Impington Village College but you may be required to work at other schools within the MET.
Remuneration	Level 2, Point 5-6 FTE £18,795 - £19,171 (Pro-rated TTO, PT Approx £16.000 - £16,324
Disclosure Level:	Enhanced DBS

#### Operational Duties:

- Under the guidance of the class teacher, support teaching and learning in the classroom
- Assist the teacher with the planning and preparing of teaching resources which focus on differentiation for SEND students to allow independent learning and progress
- Promoting the inclusion of all pupils ensuring they have equal access to opportunities to learn and develop
- Providing general support and feedback to the class teacher in the management and organisation and progress of the pupils and the classroom
- To be responsible for promoting and safeguarding the welfare of children of young people within the school
- To take responsibility for meeting student's needs through either intimate care or management and oversight of specific learning provision, programme or pathway.
- To be proactive in managing behaviour and promote self-control, independence and integration
- To accompany teachers and classes on educational visits as required
- To work with the class teacher to complete administration tasks and prepare displays

#### Support for the Curriculum

- To use and prepare specialist equipment, plans and resources necessary to support learning activities, taking into account pupil's interests, language and cultural backgrounds
- To assist with the development of Literacy, Numeracy and ICT skills and to support their use in learning activities

## Support for the Pupils/ Families

- Assisting pupils in line with moving and handling guidelines when toileting/feeding/transferring pupils,
- Providing hygiene care to pupils
- Under the direction of the teacher carry out pre-determined tasks to support student learning and progress
- To establish and develop productive working relationships with pupils acting as a role model
- To work with pupils, understanding how to motivate and encourage them to develop and achieve
- To provide support for pupils to broaden and enrich their learning
- To promote the inclusion and acceptance of all pupils within the classroom and encourage pupils to interact and work co-operatively with others and engage in all activities
- To work with small groups of children and to take responsibility for their learning
- To support a child with disabilities or special educational needs
- To support children in mixed ability groupings ensuring that they understand tasks and learning objectives

## Support for the School

- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person
- To contribute to overall ethos/work/aims of the school
- To contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class
- To attend and participate in regular meetings, and in training and other activities as required
- To assist in the general care of the school environment
- To assist with pupils at the beginning and end of the day and in the playground as required
- To support the appraisal system for support staff

## College Ethos

- To play a full part in the life of the College community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example
- The post holder will have a shared responsibility for the safe guarding of all children and young people. The post holder also an implicit duty to promote the welfare of all children and young people
- Promote and support the College's policies
- Comply with the College Health and Safety Policy

## Safeguarding

- To be aware of safeguarding and promoting the welfare of children and vulnerable adults and to report any concerns in accordance with the Trust's Safeguarding/Child Protection policies
- To undertake regular safeguarding/child protection/adult protection training as required by the Trust.

*The current main duties and responsibilities of this post are outlined in this job description. The list is not intended to be exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's banding and whenever reasonably instructed.*

*The job description will be reviewed annually to ensure that it relates to the role as being performed and to incorporate whatever reasonable changes that have occurred over time or are being proposed. This review will be carried out in consultation with the post-holder before any changes are implemented. The post-holder is expected to participate fully in such discussions and implementation.*