

THE CHILDREN'S HOSPITAL SCHOOL



Post: Teaching Assistant-KS3-5 1 Year only (maternity cover)

Scale 4 Point 18-21 Term time only 39 weeks

All tasks are ongoing, unless otherwise specified.

1. Applicable Contract Terms and Duties

This job description is to be performed in accordance with the provisions of the School's NJC APT & C Pay & Conditions document and within the range of duties set out in that document so far as is relevant to the postholder's title and salary grade and to locally agreed conditions of employment to the extent that they are incorporated in the postholder's individual contract of employment. Copies of the relevant documents are available in the office.

2. Purpose of the Post

- 2.1 To supervise and support the learning for pupils with medical needs in the schoolrooms, in teacher led sessions.
- 2.2 To supervise and support the learning for pupils accessing their own home school work.
- 2.3 All tasks will be allocated under guidance of the team leader or a senior member of the teaching staff.

3. Support for Teaching

- 3.1 Undertake structured and agreed learning activities, adjusting activities according to pupil responses in schoolroom
- 3.2 Support the use of ICT in learning activities. Develop pupils' competence with ICT and their ability to use it independently
- 3.3 Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.
- 3.4 To support the work of all children.

4. Record Keeping

- 4.1 Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- 4.2 Undertake pupil record keeping as requested including pupil reports (support provided)
- 4.3 Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
- 4.4 Maintain records daily using the school database.
- 4.5 Maintain a school register
- 4.6 Collate individual pupils' schoolwork

5. Team Working

- 5.1 Check the wards to gather availability and pupil profile information.
- 5.2 Liaise with teaching colleagues and participate positively in School staff meetings.
- 5.3 Participate in training, other learning activities and performance development as required.
- 5.4 Support the delivery and preparation of special events.

6. Schoolroom Organisation

Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.

- 6.1 To prepare the schoolroom daily for morning and afternoon teaching sessions by:-
 - i spraying/ wiping tables
 - ii checking pen/pencil boxes, choosing box and paper stock
 - iii tidying trays and sink area
 - iv tidying and clearing all surfaces in schoolroom and side rooms.
- 6.2 To prepare and mount work and photos for display, as requested.
- 6.3 Welcome and support visitors to the schoolroom

7. Continuing Professional Development

- 7.1 To make use of the training opportunities offered by the School and outside agencies in order to complete personal professional development objectives as identified in the School Improvement Plan, at Professional Meetings with the Headteacher and/or in Performance Management Reviews.

8 Health and Safety

- 8.1 Be familiar with and observe the Health and Safety Policies of the School and Hospital.
- 8.2 Be prepared to support work of teachers on any of the wards, as directed, and be prepared to go into areas of infection to support specific children.

9. Safeguarding & Data Protection

- 9.1 Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the designated person.
- 9.2 Promote and safeguard the welfare of children and young people and ensure that all staff and volunteers share this commitment.

10. School Policies

- 10.1 Actively implement all the School's Policies.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Job descriptions are subject to reasonable change and will be reviewed in consultation with employees.