**Great Moor Junior School**

**Job Description – TA Scale 2**

**Responsible for:** No responsibility for staff

**Functional links with:** Class teacher/Year group Leader/SENCO/Outside Agencies

**Main purpose of the job:**

* To provide support to teaching staff throughout the school, in an appropriate learning environment
* Assisting with the integration of pupils with special educational needs
* Supporting children within a small group or on an individual basis within the classroom or on a withdrawal basis
* To be an integral part of the school, working in close partnership with all staff

**Major Duties and Responsibilities:**

1. To support, assist & supervise children in or outside classes under the direction

of the teacher

2. To participate in the planning process as directed by the teacher

3. To provide assistance in the development of learning resources within the school

4. To undertake basic first aid duties and attend to sick children

5. To provide support for children with physical needs

6. To provide clerical assistance as necessary e.g. reading records

**Job Activities:**

1. To assist in the planning, recording and implementation of individual education plans and contribute to progress reports and review meetings.

2. To assist in the delivery of intervention, support or integration programmes as required.

3. To prepare, care for and store resources

4. Assisting with supervision during break, lunchtime and educational visits

5. Attending to sick children including changing soiled clothing and maintaining hygiene standards

6. To provide support for children with physical needs e.g assisting with moving around the classroom and school, assistance with feeding, assistance with changing for PE, assisting with safe use of classroom equipment

7. To participate in school activities and training as appropriate.

8. To be aware of and carry our school policies and procedures, particularly the school’s safeguarding procedures.

Job description agreed by:

Postholder …………………………………………….Date…………………….

Supervisor……………………………………………..Date……………………..