



### Job Description

<b>JOB TITLE</b>	<b>Specialist Teaching Assistant - Medical</b>
<b>JOB FAMILY</b>	<b>Education Support</b>
<b>PHASE</b>	<b>Secondary</b>
<b>REPORTING TO</b>	<b>SENDCo</b>

### Job Purpose

To support work with students with Education, Health and Care Plans or additional educational needs throughout the Key Stages. Providing care and support in or outside the classroom, including both medical and personal care. To ensure that students educational, health, safety and welfare needs are met in the educational context and to uphold the dignity and respect of the individual student.

### Duties and Responsibilities

- Provide teaching and learning support, under the guidance of the class teacher, to the student in all areas of the curriculum; promote high quality teaching and learning.
- Assist the teacher with observation and monitoring of the progress of the student, maintaining accurate records to ensure documentation of all interventions with the student.
- To prepare differentiated work/materials for the students use (under the direction of the teacher).
- To deliver small group and 1:1 interventions based on the student's needs and EHC plan.
- Promote positive behavior patterns, raise self-esteem and improve independent working in the student to assist in their education and growth.
- To ensure that the student receives their statutory Duty of Care in a caring environment.
- To support the work of the SENDCo and Deputy SENDCo, contributing to planning development and decision-making.
- To be familiar with the toileting and medical needs of the student, providing intimate care and medical care as required, keeping accurate and up to date records.
- To undertake any training commensurate with the post.
- To supervise the student and promote learning and safety, for example, at break times, on educational visits.



- To hold regular liaison time with the subject teachers and other staff involved in the delivery of teaching and learning.
- To administer First Aid, subject to appropriate training.
- To assist teachers in creating a purposeful learning environment.

#### **Planning**

- Assist the teacher where necessary with preparation (and clearing away) of the classroom and materials to ensure effective and efficient teaching.

#### **Working with colleagues and other relevant professionals**

- To work with teachers and the SENDCo to assist in drawing up and undertaking the delivery of individual learning plans, either in withdrawal groups or within the classroom, to ensure delivery of individual targets.
- To advise colleagues as soon as possible and in accord with Academy policy and procedure, specifically line-managers; of any concerns regarding student academic or emotional progress and/or development
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

#### **Whole-school organisation, strategy and development**

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school

#### **Professional development**

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

#### **Personal and professional conduct**

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality



- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity

#### Generic Duties relevant to all members of Staff

##### **The Trust**

- The ethos of our Trust is “Transforming Life Chances”. All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust’s visions and aims. All staff should act with professional integrity at all times, following the “Code of Conduct”.
- You will be based at Maritime Academy. However, you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.

##### **Teaching and Learning**

- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

##### **ICT**

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.
- All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust’s Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

##### **Health and Safety**

- Employees are required to work in compliance with the Academy’s Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.



### **Safeguarding**

- The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Safeguarding Lead.

### **Equal Opportunities**

- To actively promote the Trust's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place, maintaining awareness of and commitment to Equal Opportunity Policies in relation to both employment and service delivery.

### **Data Protection**

- The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

I understand and agree to the job description of a Classroom TA.

Name:

Signed:

Date: