

JOB DESCRIPTION

Post Title	Teaching Assistant CDE
Job code:	TA-CDE 01 - 11/08
Grade	Loddon Scale 10 - 16
Job Location	School Wide
Hours	169 hours per month Working Hours 08.30 to 16.30 then one day a week 12.00-20.00
Reports To:	Teacher
Accountable To:	Headteacher
Liases With:	Other teaching staff, residential staff and auxiliary staff
Job Summary/Role Outline	Promote and maintain an environment for the children consistent with the highest standards of education and care
Holidays:	35 Working Days (Bank Holidays are regarded as normal working days) – equivalent to 7 weeks.
Review Date:	This job description may, from time to time, require amendment to accurately reflect the duties and responsibilities of the role. To be reviewed in conjunction with the post holder.

Last reviewed November 2008

Job Purpose

Work closely with Teachers and colleagues in promoting and maintaining an environment for the children consistent with the highest standards of education and care.

Key Responsibilities and Duties

- Implement the children's teaching programmes at all times
- Make and prepare resources for teaching and learning
- Collect data and make suggestions for improving programmes based on your observations
- Work in school alongside residential staff to ensure the children's intellectual, emotional, behavioural and physical needs are met - monitor and record each child's programmes
- Be fully conversant with the general philosophy of the school and the teaching programmes to augment the communications system used. Follow these scrupulously and contribute to their improvement
- Undertake the duties as directed by Teachers and managers, as designated by the rota
- Follow directions from Senior Staff who, in the interest of safety and efficient day to day running, make decisions which will have to be carried out without the opportunity for discussion
- Attend individual and group meetings which promote the fundamental principle that such a two-way flow of ideas exists
- From time to time you may be offered the opportunity to attend day or short training courses away from the school. All expenses will be paid
- Training for NVQ will also be available and staff should be prepared to use this training opportunity
- All new staff will receive training with regard to their duties and responsibilities, and senior staff will always be available to give help and support
- Assist with the administration of anti-convulsants and other medically required drugs following training
- Prepare some meals and undertake some household tasks (with or without children)
- Be familiar with the safety regulations, fire evacuation procedures and the policy regarding no smoking within any school building



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Pathway to a fulfilling life

- Attend the staff meetings and team meetings. There will also be regular individual meetings with line managers
- Ensure all information relating to both the children and staff remains confidential and those details are only discussed under the correct circumstances
- Support the Teacher to ensure that the environment is stimulating, structured and well organised for the children and a safe place to live, learn and work.
- In addition to general duties each Teaching Assistant may when needed act as General Carer, Activity Leader, Laundry Assistant, Domestic Assistant or Kitchen Assistant
- Any other duties required, to ensure the smooth running of the school and residential life
- Performance will be reviewed in line with the procedures contained in the Quality Management System (QMS) in operation in The Loddon School

ADDITIONAL DUTIES AND REQUIREMENTS

- It is a requirement that the post holder contributes to multi-disciplinary working with individuals with challenging behaviour.
- To undertake other related tasks if required by the Leadership Team to support the smooth running of The Loddon School.
- To attend training courses as required

CONFIDENTIALITY

- The post holder must maintain the confidentiality of information about children, staff and other school business in accordance with the Data Protection Act of 1984.

DATA PROTECTION ACT

- All employees of The Loddon School must not, without prior permission, disclose any information regarding children or staff. In circumstances where it is known that a member of staff has communicated to an unauthorised person that member of staff will be dealt with in accordance with the School's Disciplinary Procedure. The Data Protection Act of 1984 also renders an individual liable for prosecution in the event of unauthorised disclosure of information.

EQUAL OPPORTUNITIES

- The post holder must at all times carry out his/her responsibilities with regard to the School's Equal Opportunities Policy.

HEALTH AND SAFETY

- Employees must be aware of the responsibilities placed upon them under the Health and Safety at Work Act 1974, to ensure that the agreed safety procedures are carried out to maintain a safe working environment for children, visitors and employees.
- All employees are required to take reasonable care to avoid accidents or injuries, which could cause harm to them or other people.
- Use all protective equipment and clothing as provided by the School for the safe completion of your duties.
- All staff are required to comply with the School's Health and Safety guidelines.

SMOKING POLICY

Smoking is prohibited in all areas of the School buildings except in the external designated smoking shelters.

TERMS AND CONDITIONS OF EMPLOYMENT

- All staff will be issued with a contract of employment on commencement. This post is exempt from the Rehabilitation of Offenders Act 1974. This means any criminal conviction must be made known at the time of application. The post requires an enhanced Criminal Records Bureau document.
- All staff are required to adhere to all School Policies and Procedures. The Loddon School has a Management System registered to ISO 9001:2000 and the mission statement and all policies, processes and work instructions form part of this registration.

DIMENSION	QUALITIES	
	ESSENTIAL	DESIRABLE
Education/Qualifications		<ul style="list-style-type: none"> • NVQ Level 2 or 3 • First Aid, basic Food Hygiene
Previous Experience	<ul style="list-style-type: none"> • Working knowledge and understanding of autism, severe learning and communication difficulties and positive behaviour supports. • Office organisation and administration skills 	<ul style="list-style-type: none"> • No specific experience required • Experience in autism and learning disabilities • Experience in education or care sectors
Skills/Knowledge/Ability/Aptitudes	<ul style="list-style-type: none"> • Ability to work effectively without supervision and to use own initiative • Work flexibly and as a part of a multi-disciplinary team • Good and effective communication skills to promote relationships with other staff and line managers • Have a good command of the English language and therefore to be able to follow and deliver clear written and spoken instructions • Able to demonstrate problems solving skills and ability to react quickly and effectively in often challenging and difficult situations 	<ul style="list-style-type: none"> • Good understanding of health and safety legislation applicable to a school environment • An understanding of the importance of the philosophies and approaches used at The Loddon School • An ability to support and encourage an environment conducive to learning, and in supporting children and young people resident at the school
Personal Circumstances/Physical Requirements	<ul style="list-style-type: none"> • Needs to be mobile, physically fit and active • Prepared to work outdoors and be involved with physical activities including long walks, swimming sessions,, bouncy castle • Willing to work with animals • Makes work "fun" 	
Additional Information	<ul style="list-style-type: none"> • Permission to live and work in the United Kingdom 	<ul style="list-style-type: none"> • Enhanced Criminal Records Bureau check (although it will normally be necessary to complete a new one prior to starting work)

Performance will be reviewed in line with the procedure contained in the Quality Management System (QMS)