

Job Description

Title of post	Fixed Term General Teaching Assistant (for a child with SEN)
Salary	NSAT Grade C/D, SCP 3-6: £22,737 - £23,893 pro rata, Actual salary: £14,388 - £15,120
Hours of work	28 hours per week (Mon-Fri 8.50am – 3.10pm), term time only
Line manager and responsible for reviews	Headteacher/Member of Senior Management Team

Professional Responsibilities for all Associate Staff:

- Work within the NSAT Conditions of Service
- Support and promote the ethos, policies and development plan of the Academy/Trust
- Take part in performance management procedures within the Academy/Trust
- Attend and contribute to appropriate professional development meetings and training activities
- Undertake whatever other duties might reasonably be requested by the Headteacher or Line Manager subject to appropriate competence and training.

Overall Responsibility:

- To undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.
- Assisting as a member of the classroom team in the supervision of students on work experience, trainees and voluntary helpers with whom the postholder is working.
- To work under the instruction/guidance of teaching/senior staff.
- Support children with Special Educational needs.

Range of Decision Making

To make decisions using initiative within established working practices and procedures.

The postholder will be expected to use good common sense and initiative in all matters relating to:

- the conduct and behaviour of individuals, groups of pupils and whole classes
- the correct use and care of materials by individual and small groups of pupils
- the safety, mobility (if required) and hygiene and well-being of the pupils.

Responsibility for Assets, Materials, etc.

- To maintain the confidential nature of information relating to the school, it's pupils, parents and carers.
- The provision, use and storage of equipment and materials used by pupils with whom the postholder is working.
- General responsibility for the care of all equipment and materials within the classroom/designated area of the school.

Main Duties/Responsibilities

Support for Pupils

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
- Establish constructive relationships with pupils and interact with them according to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.
- Support children with Special Educational needs.

Support for the Teacher

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- Provide detailed and regular feedback to teachers on pupil achievement, progress, problems, etc.
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Establish constructive relationships with parents/carers.
- Provide clerical/administrative support, e.g. photocopying, typing, filing, collecting money, administer coursework, etc.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Assist with the planning of learning activities.
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work.

Support for the Curriculum

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Undertake programmes linked to local and national learning strategies, e.g. literacy, numeracy, recording achievement and progress and feedback to the teacher.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

Support for The School

- 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 an appropriate person.
- Be aware of, support difference, and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required, and take responsibility for a group under the supervision of the teacher.

Health Interventions

There is a comprehensive framework in place for training, support, supervision, and competency assessment for school staff delivering health interventions. This complies with local and national guidance on the delegation of health tasks to non-health support workers (Royal College of Nursing, 2018), infection control guidance including bare below the elbows (NICE, 2017).

The decision for staff to deliver health interventions will be based on pupil need and where applicable, will be made in conjunction with NHS professionals to ensure decisions are appropriate and there is sufficient opportunity to maintain skills and competency.

School staff may be required to support pupils with the following health interventions:

- Administer medicine in accordance with prescribed medicine, with pre-calculated dosage provided via naso-gastric tube, gastrostomy tube, orally or applied to skin, eyes and /or ears.
- Administer adrenaline auto-injectors (e.g. EpiPens).
- Administer Buccal or intra-nasal midazolam and Hypo Stat or Gluco Gel.
- Assist with inhalers, cartridges and nebuliser.
- Emergency treatments covered in basic first aid training including airway management.
- Nasal or oral suctioning which does not go beyond the back teeth and where there is an effective cough. This would be prescribed by a doctor, children's respiratory nurse specialist or a pediatric respiratory physiotherapist.
- Assist with prescribed oxygen administration including oxygen saturation monitoring where required.
- Non-invasive ventilation care for a child with a predictable medical condition and stable ventilation. Noninvasive includes Constant Positive Airway Pressure (CPAP) and Bi-level Positive Airway Pressure (BiPAP) and involves a mask worn on the face which fills with oxygenated air.
- Monitor blood glucose and carbohydrate counting as agreed by the pupil's lead nursing /medical practitioner E.g. GP, Pediatrician, Children's Diabetes Nurse Specialist.
- Bolus or continuous feed via naso-gastric tube or gastrostomy or using a pump via gastrostomy or jejunostomy.
- Stoma care including requirement to maintain patency of stoma in an emergency situation prior to seeking advice from a registered nurse.
- Catheter care.
- Rectal medication with a pre-packed dose i.e., rectal diazepam.
- Re-insertion of percutaneous endoscopic gastrostomy tubes in specific named cases.

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the role in relation to the post holder's professional responsibilities and duties.