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## Great Oaks College

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### Job Description

### Teaching Assistant

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#### Grade: Scale 6

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- Hours of work: 08:30-15:30 Monday to Friday  
Due to the colleges opening hours we are unable to offer flexibility in the working hours.
- Contract Type: Permanent. Term time only
- Responsible to: Class Teacher

#### Main purpose of the job

- To work under the direction/guidance of the teacher to support students to access the curriculum in the most effective way, appropriate to their needs and understanding.
- To meet students' educational, emotional, care and medical needs throughout the College day as outlined in their Education Healthcare Plan.
- To assist in the delivery, recording and provision of needs outlined in Education Healthcare Plans.
- To provide general support to the class teacher in the management and organisation of the students and the classroom.
- To assist the teacher in creating and maintaining a purposeful, orderly and supportive environment.
- To promote the inclusion of all students.
- Work may be carried out in the classroom or outside the main teaching area with individual students or small groups as appropriate.

#### Main responsibilities and tasks

1. Working under the direction/guidance of the class teacher, to supervise and provide particular support for students with special educational needs to enable them to learn as effectively as possible on their own and in group situations, taking into account the particular special needs involved.
2. To liaise closely with the pathway teacher and any external professional as appropriate to support the implementation of any special programme(s) (SALT, OT, Physiotherapy, VI and HI) or Individual Educational Plan(s) designed for the students.

3. To monitor the students' progress and report on any achievements or developments against IEP targets; to contribute to the Annual Review of the students EHCP.
4. To follow all students' Positive Handling plans, Risk assessments, Medical Care plans and Manual handling plans. Taking note of all strategies and actions required to keep students safe.
5. To identify opportunities for the students to work independently where appropriate, ensuring their comfort and safety at all times; at such times to support other students in the classroom as appropriate.
6. To prepare suitable activities for the students under the guidance of the teacher, and to make or adapt resources to enable the students to access the learning activity at their appropriate level of understanding
7. To establish a good relationship with parents/carers and to provide information and feedback where appropriate and agreed under the guidance of the teacher.
8. To assist the pathway teacher with the preparation of the classroom for lessons, where appropriate.
9. To assist the students with physical needs as appropriate and agreed. Including hoisting, Feeding, Personal care, and Physiotherapy programmes.
10. To support students in Hydrotherapy sessions including hoisting, undressing, dressing and supporting them in the water.
11. To encourage students to interact with others and engage in activities led by the teacher.
12. To provide support for the students' emotional and social needs by encouraging and modelling positive behaviour in line with the College's Behaviour policy and demonstrating high expectations of work and behaviour.
13. To support students medical needs once trained by medical staff including following Medical Care plans and when there is a fully trained healthcare assistant on site
14. To help, where necessary, with students who are sick, distressed or injured.
15. To be aware of and comply with policies and procedures relating to Adult Safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
16. To assist with the supervision of students out of lesson time, as necessary for their safety.

17. To accompany the students on Community Visits, trips and out of College activities as required.
18. To attend relevant meetings and participate in training opportunities and performance development as required.
19. To provide an excellent example, to guide and support learning support assistants and apprentices in the College.
20. To treat all students with dignity and work mindfully remembering that our students are adults.
20. To undertake any other broadly analogous duties.

**Equal Opportunities:** The College has a strong commitment to achieving equality of opportunity and expects all employees to implement and promote this in their own work.

**Health and Safety:** The College is committed to a healthy and safe working environment and expects all its employees to implement and promote its policy in all aspects of their work.

**Confidentiality:** The College is committed to maintaining the privacy of all its staff and students. It expects all staff to handle all individuals' personal information in a sensitive and professional manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

**Safeguarding:** The College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.

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## SIGNATURES

Name of Line Manager: .....

Signed..... Dated.....

Name of Post holder: .....

Signed..... Dated.....

The duties of this post will change and develop over time. It is the manager's responsibility, in conjunction with the post holder, regularly to review this document and amend it when necessary.