**PERSON AND JOB SPECIFICATION**

**Teaching Assistant job description**

Responsible to: Deputy Headteacher

**Teaching and Learning**

* Assist in the educational and social development of the pupil(s) under the direction of the class teacher, SENCO and Deputy Headteacher
* Provide support for the pupil inside and outside of the classroom to enable them to fully patriciate in activities
* Work with individuals and groups of pupils under the guidance of the class teacher
* Work with other professionals such as Educational Psychologists and Occupational Therapists as necessary
* Assist class teachers with maintaining pupil records
* Support pupil(s) with emotional or behavioural problems and help develop their social skills
* maintain the positive ethos and core values of the school, both inside and outside the classroom
* contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors

**Safeguarding**

* To ensure awareness of school policy and procedures re Child Protection
* To become aware of the signs and symptoms of abuse by attending relevant courses
* To report all causes for concern to the Child Protection Officer
* To ensure the safety of all pupils in the school learning environment both indoor and outdoor
* To carry out risk assessments in consultation with the teaching staff prior to activities.

**Standards**

* set a good example in terms of dress, punctuality and attendance
* contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors
* maintain the positive ethos and core values of the school, both inside and outside the classroom

**Other Duties**

* Assist pupil(s) on their arrival and departure from school
* Where appropriate, liaise with parents and report concerns to the class teacher
* Maintain confidentiality at all times

**Health and Safety Responsibilities of all staff**

All staff employed at Bledlow Ridge School have responsibility to:

take reasonable care for the health and safety of themselves and others when undertaking their work; checking classrooms/work areas and equipment are safe before use; ensuring safe working procedures are followed; co-operating with the LA, school governors and Headteacher on all matters relating to health and safety by complying with the health and safety policy; not intentionally or recklessly interfering with or misusing any equipment or fittings provided in the interests of health safety and welfare; reporting immediately to the Headteacher any serious or immediate danger; reporting to the Headteacher any shortcomings in the arrangements for health and safety; ensuring that they only use equipment or machinery which they are competent to use or have been trained to use; participating in health and safety inspections and the health and safety committee where appropriate.