

Teaching Assistant – Job Description

POST:	Teaching Assistant
LOCATION:	Rutherford School, 1a Melville Avenue, South Croydon CR2 7HZ
HOURS:	Monday to Friday - 8.30 am to 4.00 pm (<i>unless late finish due to whole school staff meeting</i>)
HOLIDAYS:	Term time only plus 2 weeks (3 days per week in the two weeks following the end of term) Summer Club
HEALTH:	Successful applicants will be required to have a medical.
RESPONSIBLE TO:	Head of School
REPORTING TO:	Classroom Teacher

ROLE OF RUTHERFORD SCHOOL:

Rutherford School is an independent special school for children with profound, and multiple learning difficulties, severe sensory impairment and complex medical needs that is part of the Garwood Foundation. We cater for children and young people from 3-25 and take a holistic and collaborative approach with our in house teaching and learning, nursing and therapy teams. At Rutherford School, our curriculum is designed to meet the individual needs of our pupils, supporting them to live fulfilling and independent lives. The curriculum is designed around an inclusive ethos that respects the dignity and the rights of the child. Student well-being and engagement are at the heart of our approach to motivate students to achieve to their fullest potential and make a positive contribution to life in modern Britain.

PURPOSE OF THE JOB:

To work as a member of the multi-disciplinary, whole school team. To work as a member of a class team to facilitate the pupils' education and welfare so that their individual needs are met.

DUTIES:

- To assist with the pupils' individual educational programmes, under the guidance of the class teacher.

- To assist with the pupils' individual care programmes: - eating, drinking, toileting, dressing etc. – with guidance and oversight of the appropriate professionals – and always mindful of respect for the dignity of the pupil. This will require a certain level of physical fitness and wellbeing to be able to carry out these duties on a daily basis.
- To support students with physiotherapy programmes including hydrotherapy and rebound therapy.
- To use ICT competently to support learning and internal school processes.
- To assist with recording, reporting and administrative tasks as directed by the teacher, or other professionals.
- As a member of the class team, contribute to creating appropriate motivating environments and activities for the pupil under the direction of the class teacher.
- To assist in the organisation and carrying out of activities in the absence of the class teacher.
- To work as part of a small class group under the direction of the teacher or senior classroom assistant.
- To assist in maintaining a high standard of hygiene and tidiness.
- To be familiar with all school policies and procedures and ensure they are implemented.
- To follow procedures to maintain the health and safety standards for all.
- To report any incident or accident concerning pupils', staff or self, to a senior member of staff.
- To attend regular staff meetings.
- To be positively involved in the development of the school
- To attend in-service and or off-site training as directed by the Head of School.
- To accompany, support and assist pupils on external visits.
- To actively participate in the school's management supervision process.
- To undertake any other specific and ad-hoc duties as directed by the Head of School.

- To ensure that The Garwood Foundation's Policies are implemented and reflected in all areas of the Teaching Assistant's role.

The above job description is designed to give an overview of the tasks and responsibilities for this position it is not intended to be exhaustive. The Head Teacher or designated Line Manager will meet annually with the post holder to review and ensure that this position remains relevant and in accordance with the evolving needs of the School. The selected individual will be expected to embrace such changes and rise to the challenge of developing their skills over time.

Agreed by:

Post holder

Name:

Signature:

Manager

Name:

Signature: