



Clarendon School

## Job Description

---

<b>School:</b>	Clarendon School - Gateway Centre
<b>Job Title:</b>	Teaching Assistant & Health and wellbeing Lead
<b>Hours of Duty:</b>	36 hours per week 39 weeks per year Full time and permanent
<b>Salary Scale:</b>	NJC Scale 5 Point 12 to 15 £20,919 to £22,071 (£24,462 to £25,809)
<b>Reports to:</b>	Gateway Head of Centre

---

### **Purpose and objectives of role**

Support the education and welfare of ASD pupils as directed by the Gateway Head of Centre and Twickenham Academy staff, having due regard to the Gateway Centre and Twickenham Academy aims, objectives and policies.

Manage and provide first aid and administer medication as required to Gateway pupils.

This role will require occasional twilight and evening commitments.

### **Teaching Assistant duties and responsibilities**

- Work as part of the staff team at the direction of the Head of Centre to support teaching and pupils' learning
- Support students' arrival in the morning, break time, lunchtime and departure in the afternoon.
- Take every opportunity to meet the individual needs of students and develop necessary skills (including language, communication, social skills and positive management of behaviour).
- Assist in an analysis of needs and the planning and application of individual programmes.



Clarendon School

## Job Description

- Assist with the design and delivery of behaviour management programmes.
- Responsible for pupils within the Gateway Centre and within the mainstream setting, assisting them in the classroom and in all other areas of the school and at all times.
- Accompany assigned students on out of school activities (to be negotiated if outside school hours), and to assist at lunch times and break times.
- Communicate with parents/carers as required.
- Provide oral and written feed-back on individual progress in all areas and levels of progress and attainment.
- Work alongside other adults as necessary.
- Produce and maintain classroom resources and displays as required
- Help with the differentiation of work.
- Take part in in-service training, relevant performance management arrangements and other meetings as required.
- Provide information that supports the preparation, monitoring and review of IEPs and to action appropriate tasks from the IEPs.
- Supervise students in the after school homework club on a rota basis, a minimum of three times per week.
- Other appropriate duties as reasonably required by teachers/Head of Centre.
- To undertake all duties and inter-actions with employees, partner providers and customer fairly, without unlawful discrimination and with due regard to the Auriga Academy Trust's Equalities policy.

### **Health & wellbeing lead duties and responsibilities**

- Responsible for ensuring correct storage and administration of all medication ensuring compliance with all statutory regulations, school and trust policies.
- Provide first aid as required, keeping records appropriately.
- Ensure that first aid kits and medical supplies are kept correctly stocked.
- Update Healthcare plans regularly for all pupils requiring them.
- Liaise with the school nurse as appropriate.



Clarendon School

## Job Description

- Liaise with parents and school staff as appropriate.

These are key tasks as currently defined. They are not listed in priority order and post holders should not place emphasis on the location of the task within the foregoing job description. From time to time the key tasks may be varied and the post holder will be expected to take on such variations within the constraints of the grade and the level of responsibility implied in it.