



JOB OUTLINE	
JOB TITLE:	Teaching Assistant 1
GRADE:	Grade 3 SCP 2-4
CAR USER:	Not essential
LOCATION:	White Ash Primary School
RESPONSIBLE TO:	Headteacher/ Assistant Headteachers
STAFF RESPONSIBLE FOR:	N / A
JOB PURPOSE:	The main objectives to be achieved by the Post holder
<p>Expected to work under the direction of the teacher, to meet the personal, social and curriculum related needs of pupils with a range of special needs and/or bilingual needs, and to establish positive, supportive and constructive relationships with pupils, parents, carers and the wider community. Will assist with the preparation of resources, basic record keeping and supporting the teacher with classroom organisation. It is envisaged that their contribution to the curriculum would be limited to ensuring the availability of resources, aids and materials.</p>	
MAIN ACTIVITIES	What the Post holder will actually do What prescribed duties the post holder will have
<p>Support for Pupils</p> <ul style="list-style-type: none"> • Under the general supervision and direction of the teacher to implement structured learning activities for individuals and groups of pupils. • To undertake activities in order to monitor the personal, social and emotional needs of pupils. • To develop positive relationships with pupils to promote pupil progress and attainment. • To meet the needs of pupil(s) in relation to welfare, hygiene, toileting, dressing, feeding and mobility. • To assist with movement around the school environment and during school activities. • To assist in the development of independent social skills. • To assist in the proper use of specialist aids and equipment. • To assist in the supervision of set tasks and integrated therapy for an individual/small group of pupils. • To accompany pupils on visits and support pupils on a planned inclusion programme. • To administer basic first aid where appropriately trained. • To assist in the specific medical/care needs of pupils when specific training has been undertaken 	

Support for the Teacher

- To monitor and record pupil progress and developmental needs.
- To produce relevant classroom resources.
- To undertake classroom administrative tasks including the maintenance of records.
- To assist in pupil supervision and assist in the management of pupil behaviour.
- To provide information to the class teacher to assist in the planning of work programmes.
- To liaise with the school's nominated person in respect of pupil absence.
- To assist with the arrangements for out of school learning activities including LOfC
- To provide clerical and administrative support including the collection and recording of money.

Support for the School

- To assist in providing an atmosphere in which effective learning can take place.
- To support the promotion of positive relationships with parents, carers and outside agencies.
- To work within school policies and procedures.
- To attend staff training as appropriate.
- To take care for their own and other people's health and safety.
- To be aware of the confidential nature of issues related to home/pupil/teacher/school work.

Support for the Curriculum

- To assist the delivery of educational and developmental work programmes.
- To report pupils barriers to learning/achievements to the teacher as necessary.
- To support the use of ICT in learning activities
- To support pupils (in the water) during Swimming and Hydrotherapy lessons
- To assist with the maintenance of classroom equipment ensuring it is kept in a clean and tidy condition and reporting damages.
- To assist in monitoring, displaying and the removal of work displays.

Note:	In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time.
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Agreed by: Sarah Holt

Supporting Pupils with Medical Conditions in Special Schools Role Profile

Extract from the Lancashire County Council document '*Supporting Pupils with Medical Conditions in Special Schools*' (April 2023):

The following advisory list of interventions may be safely taught and delegated to non-health qualified staff following a child-specific assessment of clinical risk. The tasks listed below have been identified by the Royal College of Nursing as tasks that can be safely delegated.

All staff must receive sufficient and suitable training (and appropriate refresher training) from professionals identified by the health provider and demonstrate that they possess the necessary level of competency and confidence before they undertake any activity relating to supporting an individual in managing their medical condition. This training must be arranged and coordinated by the school and training should be kept up to date.

In **White Ash School**, you may be required to undertake any of the procedures below, following appropriate training:

- Administering medicine in accordance with prescribed medicine in pre-measured dose via nasogastric tube, gastrostomy tube, or orally
- Bolus feeds via a nasogastric tube
- Bolus or continuous feeds using a pump via a gastrostomy tube
- Management of Tracheostomy care including suction using a suction catheter, and unplanned tracheostomy changes in line with the child's risk assessment and emergency plan within the child's care plan
- Oral suction with a Yankauer Sucker. Oral suction is determined as a targeted activity only in cases where oral secretions are being removed in the mouth. This does not relate to deep suction.
- Injections (intramuscular or subcutaneous). These may be single dose or multiple dose devices with pre-determined amounts of medication to be administered as documented in the individual child's care plan.
- Administration of adrenaline auto-injectors
- Catheterisation - including Mitrofanoff and Supra Pubic
- Care of Mitrofanoff-intermittent catheterisation where the bladder is re-directed through a hole in the abdomen.
- Stoma care including maintenance of patency of a stoma in an emergency situation once stoma has been well established for more than 6 months and there have been no problems with the stoma
- Inserting rescue medication using a pre-packaged dose of a prescribed medicine, for example, rectal diazepam.
- Administration of buccal or intra-nasal Midazolam and Hypo stat or GlucoGel
- Emergency treatments covered in basic first aid training including airway management, assistance with inhalers, cartridges and nebulisers - Please note, this only relates to pupils who are usually have a stable respiratory system
- Assistance with prescribed oxygen administration including intermittent oxygen saturation monitoring.
- Blood Glucose monitoring as agreed by the child's lead nursing/medical practitioner i.e., GP, Paediatrician, or paediatric diabetes nurse specialist.