



**HALL GREEN SCHOOL
JOB DESCRIPTION**

POST: PERSONAL CARER/TEACHING ASSISTANT - FEMALE

Post Title	Personal Carer/Teaching Assistant
Purpose	To assist in promoting the learning and personal development of all pupils including providing intimate care of female students, including, but not exclusively, those with special educational needs
Reporting to	SENCO
Core tasks and responsibilities	
Principal Duties	<ul style="list-style-type: none"> • Teaching Assistant • Personal Care duties.
Main Role	<ul style="list-style-type: none"> • To aid pupils to learn as effectively as possible both in group situations and on his/her own by, for example: <ul style="list-style-type: none"> - Clarifying and explaining instructions - Ensuring the pupil(s) is able to use equipment and materials provided - Motivating and encouraging the pupil(s) as required by providing levels of individual attention, reassurance and help with learning - tasks as appropriate to pupils' needs - Assisting in weaker areas as appropriate e.g. speech and language, behaviour, reading, spelling, numeracy, handwriting/presentation etc. - Using praise, commentary and assistance to encourage the pupil to concentrate and stay on task - Liaising with class teacher, SENCO and other professionals about Smart Cards, contributing to the planning as appropriate - Consistently and effectively implementing agreed behaviour management strategies - Helping to make appropriate resources to support the pupil(s) - Meeting pupils' physical needs while encouraging independence e.g. help pupils to change for PE lessons or swimming, help with mobility around the school, clean and reassure pupils after accidental soiling of clothes - Meeting pupils' personal and intimate care needs: e.g. support the day-to-day toileting needs of female pupils, manual handling of pupils, changing and disposing of incontinence pads, inserting and removal of catheters, intimate cleaning following toileting, and changing soiled clothing. • To establish supportive relationships with the pupil(s) concerned. • To promote the acceptance and inclusion of the pupil(s) with SEN, encouraging pupils to interact with each other in an appropriate and acceptable manner. • Monitor the pupils' response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes. • Give the pupil(s) feedback on achievements in order to reinforce and develop self-reliance and self-esteem, including marking children's work.

	<ul style="list-style-type: none"> • To support the pupil(s) in developing social skills. • To support the use of ICT in learning activities. • To provide regular feedback on the pupil(s)' learning and behaviour to the teacher/SENCO. • To use the LINC department's system for recording progress. • To know and apply the LINC department policy. • To use the correct lines of communication through the SENCO. • To be aware of confidential issues linked to home/pupil/teacher/school. • To contribute towards reviews of pupil(s)' progress as appropriate. • To take part in school based CPD; alongside which Teaching Assistants would benefit from a number of training opportunities throughout the year to develop their expertise. • To support non-teaching time supervision e.g. duty times.
<p>Generic responsibilities of all Hall Green School Staff</p>	<ul style="list-style-type: none"> • To work consistently to uphold the school's mission statement. • To follow all school policies. • To work in a cooperative and polite manner with staff and all other Stakeholders. • To work with students in a courteous, positive, caring and responsible manner at all times. • To follow child protection measures and in so doing ensure that pupil safety and wellbeing is never compromised. • To take an active part in the school's commitment to the development of staff and the appraisal procedure. • To work with visitors to school in a way that upholds the school's reputation. • To seek to improve the quality of the service the school provides. • To present oneself in a professional way that is consistent with the values and expectations of the school. • To carry out, in good grace, any other duty deemed reasonable by the Headteacher. • The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
<p>The post holder will be subject to appraisal objectives which will be agreed and reviewed annually. The post holder is expected to carry out such other duties as may reasonably be assigned by the Headteacher.</p> <p>The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p>	