

JOB DESCRIPTION

Post Title: Teaching Assistant – Medical Education Team

Directorate: DIRECTORATE OF CHILDREN'S SERVICES
Portfolio/Service Area: Integrated Services – Specialist Support –
Medical Education Team

Scale/Grade: Grade 1

Reporting To: The appointment is to the staff of Integrated Services – Specialist Support (ISSS) and you are responsible, on matters directly concerned with your specific role supporting pupils, to the Operational Manager Integrated Services Specialist Support through the Principal Teacher of the Medical Education Team.

Responsible For: No formal supervisory responsibility.

Main Purpose of Job:

- To work under the direct instruction of teaching staff in supporting access to learning for all pupils unable to attend school for medical reasons, including those with additional needs.
- To provide general support to the teacher in the management of pupils.

Responsibilities, Duties and Tasks:

Under the direction and control of the group teacher or Specialist Teacher:

- Support pupils in a range of settings, to include teaching group, hospital, pupil's home, school or college.
- Supervise the activities of individual or groups of children or young people to ensure their safety.
- Actively engage in educational activities and programmes.
- Assist in the personal, social and emotional development of children and young people.
- Support the pupil in gaining access to the curriculum.
- Assist in the promotion of independent learning skills.
- Monitor individual pupil progress, achievements and problems and report these to the teacher as appropriate.
- Actively promote the Child's Voice.

- Promote the inclusion and acceptance of all pupils.
- Maintain simple records as directed.

General Duties:

- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- To undertake health and safety duties commensurate with the post and/or as detailed in the Directorate's Health and Safety Policy.

Contacts:

In all contacts the postholder will be required to present a good image of the Directorate and the County Council as well as maintaining constructive relationships.

Notes:

- This post is subject to a criminal record check under the arrangements established by the Criminal Records Bureau.
- The Council reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.
- Reasonable adjustments will be considered as required by the Disability Discrimination Act.
- The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Council's Equal Opportunities Policy.

Prepared by: G. Jackson

Date: 6th June 2008

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