



Teaching Assistant

Responsible to: SENDco (Mrs Suzanne Maton)

Terms: Grade: 3 Scale Point: 4
28.75 hours per week, 38 weeks a year
Contract Type: Permanent

All school staff are expected to:

- Work towards and support the school's strategic vision and objectives.
- Adhere to school policies and procedures as set out in the staff handbook or other documentation available to all staff.
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's health and safety policy to ensuring a safe working environment for staff, students and visitors.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.

Specific Responsibility:

- Being aware of the likely needs of students with known difficulties.
- Anticipating the possible implications of such difficulties in a variety of learning situations.
- Support the whole class, thus allowing the subject teacher more flexibility to work with individuals or groups.
- Providing individual support as appropriate.
- Assisting subject teachers to meet students' needs. This may include:
 - Modifying work set to suit a particular individual, e.g. by simplifying language or adapting tasks;
 - Working with students outside the classroom, where appropriate, either exceptionally, or on a more regular basis;
 - Passing on information about the student gathered in other contexts;
 - Helping an individual child or small group;
 - Being aware of, and liaising with the subject teacher to achieve, individual targets as set in EHC Plans.
- Keeping alert to the availability of appropriate resources and bringing these to the attention of subject staff.
- Liaising with members of the pastoral team, and acting as an extension of the pastoral system by lending a "listening ear"
- Taking advantage of opportunities for INSET in order to develop further professionally.
- Working with small groups
- Assisting with administration as directed by the SENDco.
- Recording, monitoring and evaluating interventions.
- Assisting with invigilation of internal and external exams where this does not conflict with in-class support.

- Implementing access arrangements, e.g. spelling, reading, in liaison with the Directors of Curriculum.
- Undertake termly learning plan reviews with student on the SEND register.

This job description is intended as a guide only and not as an exhaustive list of duties. The post holder will be asked to carry out tasks that are not specifically detailed on this job description but which are deemed appropriate for the post holder to fulfil, either by the Headteacher or another member of the Senior Leadership Team.

PERSON SPECIFICATION - Qualities, Skills and Experience

<u>Criteria</u>	<u>Essential</u>	<u>Desirable</u>
Educated to a high standard	•	
The ability to manage pupil behaviour and supervise the completion of work set by the teacher	•	
Self-confidence in decision making, and ability to be assertive when required	•	
Ability to work under the direction of a number of different people	•	
Good communication skills	•	
To organise own workload in the context of varied tasks	•	
High levels of personal and professional integrity	•	
High levels of discretion, confidentiality and awareness of data protection	•	
Experience of working in a support capacity in a school or experience of working with young people in a learning environment		•
Ability to undertake varied duties	•	
Knowledge of school structures and procedures		•

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