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| Post Title: | Teaching Assistant Level 3/ SEND Support Fixed term 12 months |
| Job Purpose: | * This level is applicable to experienced teaching assistants whose working role calls for competence across a varied range of responsibilities. * To support teaching staff in the development and education of pupils including the provision of specialist skills as appropriate. |
| Reporting to: | * SENCO |
| Hours / Weeks: | * 37 Hours per week / Term time + 5 days (39 weeks total) |
| Grade: | * Band C |
| Duties and Responsibilities: | Support for pupils (either individually or in groups)   * Support the activities of individuals or groups. * Establish and maintain relationships with individual pupils and groups. * Contribute to individual Educational Health Care Plans as appropriate and pupil passports, and ensure effective record keeping. * Support pupils during learning activities. * Promote pupils’ social and emotional development. * Contribute to the health and wellbeing of pupils. * Provide support for bilingual/multilingual pupils (where appropriate to the focus of the role). * Support children with specific needs (where appropriate to the focus of the role), for example, sensory and/or physical impairment, cognitive or learning difficulties, behavioural, emotional and social development needs, communication and interaction difficulties. * Support pupils with literacy and numeracy skills. * Support pupils to access the curriculum. * Deal with the personal care needs of children where appropriate in line with the guidance of the local authority.   Support for the teacher(s)   * Observe and report on pupil performance. * Contribute to the planning and evaluation of learning activities. * Assist in preparing and maintaining the learning environment. * Contribute to the management of pupils’ behaviour. * Contribute to maintaining pupils’ records. * Support the maintenance of pupils’ safety and security. * Supervise the whole class for a short time in an emergency (normally for a period less than a whole lesson until the teacher returns or alternative arrangements are made) or for a very short period of planned absence for less than a whole lesson. * Undertake routine marking in line with school policy. * Provide general administrative support, for example, administer coursework, produce worksheets etc.   Support for the school   * Support the development and effectiveness of team work within the school environment. * Develop and maintain working relationships with other professionals, Including Inclusion support. * General SEN administrative support, and record keeping. * Liaise with parents as appropriate. * Review and develop own professional practice. * Work as required across the curriculum and in all Key Stages within the school in accordance with the job. * Contribute to and maintain displays around school. * Carry out administrative tasks in line with their job role.   Support for the curriculum   * Support the use of information and communication technology in the classroom. * Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with. * To ensure their tasks are carried out with due regard to Health and Safety. * To attendance appropriate staff meetings and parents evenings.   Teaching and Learning   * To be assigned to a form class if required * To undertake supervision of classes in accordance with the school’s Cover Policy. * To deliver intervention and catch-up lessons to pupils who are not ‘secondary ready’. |
| Other Specific Duties | * Undertake a break/lunchtime duty on a rota basis. * Undertake a first aid qualification and support the Medical Needs Coordinator alongside other support staff on a rota and emergency basis. * Administer routine tests an invigilate examinations where required. * Liase with relevant professionals to Identify students, that require testing for exam concessions. * Undertake all duties to meet legal requirements related to exam concessions. * Play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example * To support the school in meeting its legal requirements for worship * To promote actively the school’s corporate policies * To continue personal development as agreed * To engage actively in the performance review process * To undertake any other reasonable duty not mentioned in the above     Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.    Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.    Employees are expected to be courteous to colleagues/students and provide a welcoming environment to visitors and telephone callers.    The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.  Observance of the council’s Equal Opportunities Policy will be required. |
| Level of Supervision: | Left to work within established guidelines subject to scrutiny by supervisor. |