



**POST TITLE:** TEACHING ASSISTANT – SECONDARY  
**RESPONSIBLE TO:** SENDCO

### **Purpose of the job**

Under the guidance of the class teacher, predominantly provide support for pupils with SEND to enable them to access learning and to support their social, emotional and mental health needs.

Provide specialist support for specific pupils and small groups of pupils.

To offer support to colleagues and parent/carers.

To work as part of the team to enable the school to deliver an outstanding standard of care and education.

To build and maintain strong relationships to enable pupils to develop and flourish and ensure that their needs are always considered.

### **Main duties**

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the class teacher, Executive Head Teacher, Assistant Principal (SEND and Inclusion) and the Deputy SENDCo.

A Teaching Assistant will work with individuals and groups of pupils within mainstream lessons as well as outside of lessons for specific periods of time.

The Teaching Assistant must carry out their duties with full regard and commitment to the Governing Body and Active Learning Trust Policies.

Provide support for pupils who require help to enable access to learning and with their social, emotional and mental health needs, their physical needs and their communication needs.

### **Support for pupils**

To work with individuals and groups of pupils both within and outside of the classroom including the delivery of programs of work and implementation of support plans.

Provide regular feedback on pupil progress to the all key stakeholders.

Attend to pupils holistic needs including social, emotional and mental health.

Establish good relationships with pupils, acting as a role model by presenting a positive personal image and responding appropriately to individual needs.

Promote the inclusion and acceptance of all pupils.

Encourage pupils to act independently, adopting problem solving strategies.

To provide a happy, stimulating, safe and secure environment where all children are encouraged to meet their potential and where their physical, emotional and cognitive needs are met.

### **Support for the class teacher/SENDCo**

To work in accordance with the requirements of the teacher and in accordance with all policies, procedures and regulatory bodies.

To contribute to the planning and adaptations of lesson material in line with the requirements of the curriculum.

To implement all required activities to meet pupil's needs and to provide development opportunities.

Assist in the development and implementation of behaviour strategies.

Establish constructive relationships with parent/carers and report information from parent/carers to the relevant member/s of staff.

Monitor pupil's responses to learning activities and accurately record achievement/developments as directed.

Contribute to statutory reviews of Education Health and Care Plan (EHCPs)

To assist in the development, implementation and review of Provision Plans.

To create/develop resources to support pupils.

To work with specialist and outside organisations to enhance learning opportunities for individual pupils.

### **Support for the curriculum**

Undertake structured and agreed learning activities.

Adjust activities according to pupil responses, recording achievement and progress and providing feedback to the teacher.

Support the use of ICT in learning activities where appropriate and develop pupils' competence and independence in its use.

Prepare resources when requested.

To effectively deliver learning opportunities ensuring that the individual needs and interest of pupils is met (in conjunction with other team members).

### **Supporting the school**

Be aware of and comply with child protection procedures, health and safety and security, confidentiality and data protection, report and recording concerns as per the school policy.

Assist in maintaining high standards of health and safety at all times.

To report accidents.

Maintain good relationships with colleagues and work together as a team.

Contribute to the overall ethos/work/aims of the school.

To maintain the confidentiality of pupils

Be aware of and support difference, ensuring all pupils have equal access to opportunities to learn and progress.

To ensure that all children are always treated fairly and consistently in line with the Equal Opportunities Policies.

To attend in service training outside of working hours.

To always ensure the safety and security of other staff and pupils.

To be alert to issues of safeguarding and child protection, ensuring that the welfare and safety of pupils is promoted and safeguarded and to record any safeguarding concerns on My Concern.

Any other tasks as directed by the SENDCo and Deputy SENDCo which are consistent with the aims of the post.