



JOB DESCRIPTION

Teaching Assistant (Key Stage 3 & 4)

Reporting to: Vice Principal Inclusion (SENDCO)

Main Purpose of the Post

The post holder will play a key role in delivering support to SEND students in mainstream, nurture or MLD base provision, working alongside teaching staff to ensure positive outcomes for our students. They will work with a team of Teaching Assistants to overcome barriers to students learning and raise standards of achievement. Responsibilities will include working within a framework to support the teaching of classes of children, both in-class support and small groups as well as planning, preparing, and delivering bespoke interventions for individuals or small groups. Tracking and evaluation of these interventions are also key to the role, as well as communicating regularly with parents and key members of staff.

Specific Responsibilities of the post Include:

Support for pupils (Individually or in groups)

- Support the activities of individuals or groups
- Establish and maintain relationships with individuals or groups
- Support students in the transition between lessons
- Develop subject knowledge to support students in class with their learning and attainment
- Assess the needs of students and use knowledge and skills to support students' learning
- Provide meaningful feedback, both verbal and written to students in order to improve their progress and learning
- To support pupils to access the curriculum
- To support with literacy and numeracy skills
- To deliver the provision of appropriate intervention programmes for targeted students
- To support in the writing and preparation of individual pupil profiles
- Dealing with the personal care needs of children where appropriate in line with guidance of the local authority
- Promote the inclusion and acceptance of all pupils

Support for teachers

- Work with staff in planning, evaluating, and adjusting learning activities as appropriate.
- Liaise and work with teaching staff to plan adaptations and support strategies ahead of lesson delivery
- Prepare and adapt resources as necessary to support learning activities, considering students' individual learning needs
- Assist in preparing and maintaining the learning environment
- Support the use of information and communication technology in the classroom
- Be responsible for keeping and updating records as agreed with other staff, contributing to reviews of systems/records as requested
- Undertake planned supervision of pupils during out of school learning activities

Support for the School

- To monitor and evaluate the effectiveness of interventions so that impact can be measured and developed appropriately
- Provide general administrative support, for example scanning and uploading documents
- Contribute to individual Education plans as appropriate
- Undertake joint home visits as appropriate and in line with policy
- Work within the school's behaviour policy to manage behaviour constructively
- To assist with duties, both for students with SEND and in the mainstream setting
- To attend additional CPD opportunities offered by the school
- To liaise with the support of the SENDCO in developing a bespoke programme of personalised CPD activities
- Contribute to reviews of students on the SEN register, and implement strategies outlined on Student Profiles
- Provide key worker support to students with identified needs, including liaising with parents and other stakeholders/agencies
- Establish productive working relationships with students, acting as a role model and setting high expectations for what they can achieve
- Establish constructive relationships with other agencies/professionals where appropriate in order to support the learning and progress of students
- Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support

Specific Responsibilities as a member of staff:

- Be punctual for all commitments
- Committed to teamwork within all aspects of the school
- Be proactive in terms of furthering knowledge and skills
- Ensure that the safety and welfare of all students is given priority at all times
- Pay due regard to Health & Safety with respect of all members of the school and report matters which compromise this to the Buildings Manager
- Support the ethos of the school at all times and demonstrate high standards of personal and professional conduct whilst at work and otherwise
- Ensure that all school's policies are implemented as appropriate
- Attend all meetings as directed
- Be willing to undertake first aid training if required

This job description reflects the principal accountabilities of the post holder and identifies the level of responsibility at which they will be required to work. In the interest of effective working, some tasks may be reviewed from time to time to reflect changing needs of the school. Such reviews, and any consequential changes, will be carried out in consultation with the post holder.

Signed (Post Holder)

Signed (Line Manager)

Date