

JOB DESCRIPTION

TEACHING ASSISTANT

Name:

Responsible to: Assistant SENCO

Liases with: Head of Student Support, Teaching Assistants, Achievement Support Centre, Subject Teachers

Job Purpose: To assist in the support and inclusion of students with special educational needs within a mainstream school

Level: 3A

Main Duties and Responsibilities

Supporting the student in their learning

1. To develop knowledge of a range of learning support needs and an understanding of the specific needs of the students to be supported.
2. Taking into account the particular learning support needs, to assist the student to learn as effectively as possible, both in group situations and on his, or her own by, for example:
 - clarifying and explaining instructions
 - ensuring the student is able to use equipment and materials provided
 - motivating and encouraging the student as required
 - Assisting in weaker areas, e.g. language, behaviour, reading, spelling, handwriting/ presentation, etc.
 - helping students to concentrate on and finish set work
 - meeting physical needs as required, whilst encouraging independence
 - liaising with subject teacher, key worker and Head of Achievement & Inclusion about Education and Health Care Plans (EHC Plans)
 - helping to develop appropriate resources to support the student
 - invigilating and supporting in examinations for students who require access arrangements
 - assisting with preparation for school visits and the supervision of students on such visits in liaison with the Educational Visits Coordinator, teaching staff and SENCO
 - teaching students with very limited literacy and numeracy skills
 - supporting students with medical needs as required, whilst encouraging independence
3. To establish a supportive relationship with the student/s concerned.

4. To encourage acceptance and inclusion of the student with special needs.
5. To develop methods of reinforcing/promoting the student's self-esteem.
6. Under the guidance of the class teacher, or Head of Achievement & Inclusion, to participate in the planning and delivery of learning activities for individuals and small groups of students and, on occasion (by prior agreement with Teaching Assistants and Head of Achievement & Inclusion), to the whole class for a short period.
7. Under the guidance of the class teacher, to modify and adapt class work to enable better curriculum access for students.
8. Through liaison with class teachers, to support students in individual supported study.
9. Under the guidance of the Head of Achievement & Inclusion, to liaise with external agencies.
10. To assist individual students experiencing difficulties in managing their behaviour by supporting them outside the classroom/social group.
11. To undertake break time or lunch time duties in the support of students as required.

Supporting the teacher

1. To assist, with the subject teacher, key worker and other professionals as appropriate, in the development of a suitable programme of support for students who need learning support.
2. To maintain familiarity with the relevant requirements of the curriculum, to assist with the effective teaching of basic skills and support work and to ensure opportunities are taken to develop students' learning and skills.
3. To contribute to the maintenance of the students' progress records.
4. To participate in the evaluation of the support programme.
5. To provide regular feedback about students to the subject teacher, key worker and SENCo.
6. To assist senior staff in planning and monitoring the timetables of students on alternative provision.

Supporting the school

1. To work collaboratively with colleagues as part of a professional team, in particular the class teacher, SENCo and other Teaching Assistants; working at all times within the school's ethos, policies and procedures, including behaviour and other whole school issues.
2. To assist in the general efficient operation of the school, including providing cover for other Teaching Assistants as necessary and, in exceptional circumstances after appropriate training, providing cover for teachers as directed by the Headteacher.
3. To liaise with parent(s)/carer(s) and to foster links between home and school under the guidance of the Assistant SENCo and Head of Achievement and Inclusion
4. To liaise, advise and consult with other members of the team supporting the students.
5. To contribute to reviews of students' progress, as appropriate.
6. To attend relevant meetings, participate in performance management arrangements and to undertake training and development activities.
7. To be aware of confidential issues linked to home/student/teacher/school work and to keep confidences appropriately.
8. To undertake tasks of a similar nature and level, as directed by the Head teacher and/or SENCo.

- 9. To practise and promote fair and equal treatment of staff and customers throughout the course of performing all duties contained within this job description.
- 10. To undertake other duties of a similar level and responsibility as may be required.

Employee Signature:

Line Manager Signature:

Signed

Date: