

# JOB DESCRIPTION

## Advanced Teaching Assistant

<b>Title</b>	Advanced Teaching Assistant - Numeracy
<b>Salary Grade</b>	Grade D, Scale Points 5-6
<b>Contract Type</b>	Established, part-time (22.5 hours per week), Term-time only (incl. training days)
<b>Responsible to</b>	Head of Inclusion

**Job Purpose:**

To assist the Head of Inclusion with tasks required for the effective delivery of SEN provision and differentiated learning within the Inclusion Team

**Summary of Key Responsibilities:**

1.	<b>Tasks/Responsibilities of a Teaching Assistant:</b>
1.1	Support individual students or groups of students in mainstream classes so that they can access the National Curriculum.
1.2	Listen to, counsel and advise students when necessary in order to raise their confidence and self-esteem.
1.3	Communicate with teaching/pastoral staff in order to give feedback and to let them know, when appropriate, if a student is experiencing difficulties.
1.4	To keep records on students and to contribute to Annual Reviews and progress reviews when appropriate. This is likely to include home-school liaison via teaching or pastoral staff.
1.5	Attend daily meetings with the Lead TA, and assist in planning and implementing short – term timetable changes required due to staff (TA) absence in order to provide full time support for specified pupils.
1.6	Assist with maintaining the Learning Support base and its equipment in good order.
1.7	Assist with duties relating to creating resources.
1.8	Supporting students who require special arrangements in internal and external tests, examinations, assessments and assignments.
1.9	Supporting students who require assistance with physical care, e.g. feeding, toileting and hygiene matters.
1.10	Providing in-class support within the classroom under the direction of the classroom teacher, Assistant SENCo and Lead TA, assisting with behaviour, concentration, recording, reading, differentiation, social interaction etc.
1.11	Accompany students on educational visits, interviews etc, as directed by the Lead TA
1.12	Provide break and lunchtime support for specified students as directed by the Assistant SENCo and Lead TA, and be flexible in response to students’ needs.
1.13	Take responsibility for own professional development, participating in training and attending courses as directed by the Head of Inclusion, Assistant SENCo and Lead TA.
1.14	Liaise with parents, guardians and representatives of external agencies and attend reviews and meetings as directed by the Assistant SENCo.
1.15	Attend relevant briefings, school meetings and events (not mentioned above) as required.
1.16	Any other duties commensurate with the post as directed by the Head of Inclusion, Assistant SENCo, Lead TA or the headteacher.
1.17	Keep up to date with relevant legislation and guidance in relation working with and the protection of children and young people.
1.18	Display commitment to the protection and safeguarding of children and young people.
1.19	Be aware of and comply with policies and procedures relating to child protection, safeguarding and safe working practices.
1.20	Be aware of and comply with policies and procedures relating equal to opportunities, health and safety, security, confidentiality and data protection.
1.21	To support homework club on a rota basis.

<b>2.</b>	<b>Additional Tasks / Responsibilities of an ATA:</b>
2.1	Planning, implementing and organising the delivery of various programmes of intervention under the direction of the Assistant SENCO and Lead TA and meeting with the Assistant SENCO or Lead TA to discuss, adapt and modify such programmes
2.2	Work with small groups of students to develop their skills within your area of specialism (literacy, numeracy or SEMH) under the direction of the Assistant SENCO and Lead TA.
2.3	Assist in the training and development of Teaching Assistants, supporting them to develop their classroom practice and also to deliver interventions that you have planned
2.4	Teach small groups or individual students on a withdrawal basis under the direction of a teacher.
2.5	Meet with relevant staff at faculty meetings or otherwise to plan, implement and organise the delivery of differentiated provision related to your area of specialism.
2.6	Organise the creation of differentiated materials under the direction of the Assistant SENCO, Lead TA or Subject Leader as appropriate.
2.7	Work with the Lead TA to organise the testing process of students in order to assess progress .
2.8	Support the Lead TA where necessary in the creation of TA timetables and rotas, and in the organisation of exam provision.
2.9	Any other duties commensurate with the post as directed by the Head of Inclusion, Assistant SENCo, Lead TA or the headteacher.
<b>3.</b>	<b>Aptitudes:</b>
3.1	Communicate effectively with staff at all levels within the school.
3.2	Relate well to young people.
3.3	Be supportive of an effective safeguarding culture within the school.
3.4	Take initiative and work independently.
3.5	Work to high levels of accuracy.
3.6	Prioritise and plan to ensure completion of tasks.
3.7	Empathise and interact with young people in an appropriate manner.
<b>4.</b>	<b>Skills:</b>
4.1	ICT competence.
4.2	Problem solving.
4.3	Negotiation.
4.4	Organisational/administrative.
4.5	Forward thinking
4.6	Communication
4.7	Ability to work positively and effectively with young people.
<b>5.</b>	<b>Characteristics:</b>
5.1	Excellent attendance record.
5.2	Sense of humour.
5.3	Hard working.
5.4	Willingness to be flexible and work to meet the best interests of the school.
5.5	Willingness to undertake training in order to achieve appropriate qualifications.
5.6	Self motivated.
5.7	Team worker.

Job Description Prepared By: MNE

Signed on behalf of the school:

Date: 20/06/2023

Signed by post-holder:

Date: