

JOB DESCRIPTION

General Teaching Assistant

Title	General Teaching Assistant
Salary Grade	Grade C
Contract Type	Established, part-time (33.5), Term-time only (incl training days)
Responsible to	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 Tasks:

1.	Tasks/Responsibilities of a Teaching Assistant:
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.

2.	Aptitudes:
2.1	Communicate effectively with staff at all levels within the school.
2.2	Relate well to young people.
2.3	Take initiative and work independently.
2.4	Work to high levels of accuracy.
2.5	Be supportive of an effective safeguarding culture within the school.
2.6	Prioritise and plan to ensure completion of tasks.
2.7	Empathise and interact with young people in an appropriate manner.
3.	Skills:
3.1	ICT competence.
3.2	Problem solving.
3.3	Negotiation.
3.4	Organisational/administrative.
3.5	Forward thinking
3.6	Communication
3.7	Ability to work positively and effectively with young people.
4.	Characteristics:
4.1	Excellent attendance record.
4.2	Sense of humour.
4.3	Hard working.
4.4	Willingness to be flexible and work to meet the best interests of the school.
4.5	Willingness to undertake training in order to achieve appropriate qualifications.
4.6	Self motivated.
4.7	Team worker.

Job Description Prepared By:

Date:

Signed on behalf of the school:

Date:

Signed by post-holder:

Date: