Job Description

Name:	
Job Title:	Teaching Assistant
Salary range / job grade:	SCP 5/6
Responsible to:	SENDCO
Responsible for:	Supporting pupils with a Special Educational Need to access the curriculum
Effective Date:	

Role and Context

Purpose:

Under the guidance of the SENDCO and within the overall ethos of the school, undertake social, life skills and learning programmes and activities to support individuals or groups of pupils, to enable access to learning for pupils and assist in the management of pupils and the classroom.

Organisational Relationships:

Responsible to the SENDCO and other qualified teaching staff as necessary.

Liaise with teachers, other support, health and education specialists, parents, visitors and volunteers and appreciate/support their roles.

Principal Accountabilities or Activities:

Support for Pupils

- To attend to the personal and social needs of pupils and any other special requirements depending on the nature of a pupil's special needs and, wherever possible, making these part of the learning experience.
- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
- Assist with the development and implementation of Individual Education/ Behaviour Plans, Personal Care programmes and Social Skills programmes.
- Promote inclusion and acceptance of pupils while encouraging constructive relationships within the classroom and with parents.
- Provide feedback to pupils in relation to progress and achievement under the guidance of the SENDCO, or other qualified teacher.

Support for Teachers

- Assist with the management, development and planning of learning resources and activities.
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Monitor pupils' responses to learning activities and accurately record achievement/ progress as directed and provide detailed and regular feedback to teachers on pupils' achievement, progress, problems, etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their behaviour.

- Administer routine tests and invigilate exams and undertake routine marking of pupils' work and provide clerical/admin support, e.g. photocopying, typing, filing, money and administer coursework.

	Support for the Curriculum • Undertake structured and agreed learning activities/teaching/ intervention programmes, including literacy, numeracy and social skills programmes, adjusting activities according to pupil responses, including undertaking literacy and numeracy programmes, recording achievement and progress and feeding back to the Head of the Specialist Resource Base, or other teacher. • Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use, including supporting the use of ICT in learning activities and developing pupils' competence in its use. **Support for the School** • Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. • Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. • Attend and participate in relevant meetings as required and participate in training and other learning activities and performance development as required. • Assist with the supervision of pupils out of lesson times, including before and after school and accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher. • Undertake other similar activities that may fall within the grade and scope of the post as directed by the Headteacher.

General Duties:	• To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school and the local authority. • To be a trained first aider and fire marshal • To maintain Staff and Pupil confidentiality • To undertake training as appropriate • To participate in the performance management programme

General Information and review:

- The job specification details the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes for the job. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post-holder.
- All work performed/duties undertaken must be carried out in accordance with relevant school policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.
- Post holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.

Signature: **Date:**