

Teaching Assistant Job Description

Post	Teaching Assistant
Salary Grade:	Grade F £29,540 - £32,061 pro rata
Responsible to:	SENDCO
Hours of Work:	Term time only (195 days) 37 hours per week, 8.20am - 4.20pm (3.50pm on Fridays).

We would be willing to consider part-time and flexible working arrangements.

Core Purpose

The Teaching Assistant (TA) will:

- Work with class teachers to ensure SEND pupils engage in learning and make good progress
- Promote pupils' independent learning skills, self-esteem and social inclusion
- Give support to pupils through delivering structured interventions, so they can access the curriculum, take part in learning and experience a sense of achievement
- Act as a Key Worker for a number of SEND pupils, maintaining regular contact with parents / carers
- Be linked to and support a faculty with SEND intervention and teaching strategies, developing expertise in specific subject areas
- Develop expertise in at least one specialist area of SEND provision

Responsibilities

1. Pupil Support

- Work with pupils and their families to write and regularly review person centred plans, based on the evidence of what works in the classroom
- Promote, support and facilitate inclusion by encouraging participation of SEND pupils in learning and extracurricular activities, supporting SEND pupils on educational trips and visits
- Act as a SEND Key Worker, individually assigned to our most vulnerable pupils. You will act as a first point of contact for pupils and parents / carers, tracking and supporting pupils' attendance, progress and well-being on a week-to-week basis
- Support SEND learners at the end of the school day. For example with. 1:1 tuition or through supporting homework hub or leading an extra-curricular activity.

2. Interventions

- Deliver targeted SEND intervention groups, that interest and motivate SEND learners and advance their learning
- Evaluate the effectiveness of interventions as part of the assess - plan - do - review process

3. Classroom Support

- Demonstrate an evidence based approach to teaching and learning to improve achievement of SEND pupils within the classroom
- Use and support class teachers with effective behaviour management strategies consistently in line with the school's policy and procedures
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment for SEND learners
- Observe pupil performance and pass observations on to the class teacher or other professionals
- Undertake any other relevant duties given by the class teacher

4. Working with colleagues and other relevant professionals

- Communicate your knowledge and understanding of SEND pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- With the class teacher, keep other professionals accurately informed of performance and progress or concerns you may have about the SEND pupils they work with
- Collaborate with colleagues and other relevant professionals within and beyond the school
- Be linked to support a faculty with SEND intervention and teaching strategies, developing expertise in specific subject areas

5. Whole-school organisation, strategy and development

- Make a positive contribution to the wider life and ethos of the school
- Support pupils with access arrangements by acting as invigilator, reader or scribe in internal and external examinations
- Contribute to the day to day running of the school, including duties
- Attend relevant calendered parents evenings across the year to liaise with SEND families

6. Professional development

- Develop expertise in a specialist area of SEND provision
- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take part in the school's appraisal procedures

7. Personal and professional conduct

- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity
- Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and the school's child protection policy
- Provide day-to-day safeguarding for pupils through meeting the Whickham school safeguarding policy

The postholder is also expected to carry out any reasonable request made by the Headteacher or line manager. No Job Description can be fully comprehensive and this is, therefore, subject to review and modification, as necessary.