



GENERIC JOB DESCRIPTION

Job Title: Teaching Assistant (Level 3):

Responsible to: Director of Learning/SEND/CO

Grade: Grade 5 point 8-14

Hours: 35.5 per week, Term Time Only plus 5 days

Key Purpose: To work with and supervise individuals and groups of children under the direction/instruction of teaching and/or senior staff, inclusive of specific individual learning needs, enabling access to learning for all pupils and assistance and support in classroom management and behaviour techniques and providing specialist support in a specific curricular/resource area. To plan, deliver and monitor the impact of interventions for identified pupils

Main Responsibilities

Support for the Pupil:

- Establish good working relationships with pupils, acting as a role model and setting high expectations
- Provide consistent support to all pupils, responding appropriately to individual pupil needs
- Be aware of and respond appropriately to individual student needs ensuring effective interaction and intervention
- Provide specific support to students dependent upon their individual needs ensuring their safety whilst supporting access to learning activities
- To use a variety of approaches, tailored to meet each group, to develop a trusting relationship and construct a support network wherever possible.
- To act as a Key Worker to support the academic achievement and welfare of identified students by being a point of contact for the student and parent.
- Assist with the development and implementation of EHCP and individual targets
- Promote inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Promote self-esteem and independence, employing strategies to recognise and reward achievement within established school procedures
- Provide feedback to pupils in relation to progress and achievement under the guidance and direction of the teacher
- Use specialist (curricular/learning) skills/training/experience to support pupils.

Support for the Teacher:

- Establish and maintain an appropriate learning environment under the supervision of the teacher
- Contribute to lesson planning, evaluation and adjusting lessons/work plans as appropriate
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Be responsible for keeping and updating records in an agreed format with the teacher, contributing to review of systems/records as requested
- Under the direction of the teacher, withdraw small groups of students for specific help.

- Administer and assess routine tests and accurately record achievement/progress
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents and encouraging pupils to take responsibility for their own behaviour in line with established school policy
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within role/responsibility and participate in feedback sessions/meetings with parents under a teacher's supervision.

Support for the Curriculum:

- Support the delivery of agreed learning activities/learning programmes, adjusting activities according to pupil learning styles and individual needs
- Support the delivery of literacy/numeracy & intervention programmes, effectively utilising all alternative learning opportunities to support extended development
- Plan and deliver interventions as directed by SENDCO
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Assist pupils to access learning activities through specialist support e.g. curriculum/SEN specialism
- Determine the need for, prepare and maintain general and specialist equipment and resources.
- To train in all aspects of access arrangements in order to support our students in internal and external examinations.
- To contribute to the SEN reviews by meeting with parents on a termly basis and updating SEN support plans and other SEN documents

Support for the School:

- Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned)
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the school ethos, aims and development/improvement plan
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Attend and participate in regular meetings as appropriate
- Participate in training and other learning activities as required
- Establish own best practice and use to support others
- Assist in the supervision, training and development of classroom support staff
- Assist with the planning of opportunities for pupils to learn in out-of-school contexts, according to school policies and procedures and within working hours
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.
- First Aid Support maybe required to support the team
- Plan and deliver enrichment sessions.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.