



Midsomer Norton  
Schools Partnership



### **JOB DESCRIPTION**

<b>Teaching Assistant</b>	<b>GRADE: 15 points 3-4</b>
<b>RESPONSIBLE TO: SENCo</b>	
<b>DATE: September 2024</b>	

#### **1. PURPOSE OF JOB**

- *To undertake learning support programmes to enable access to learning for students and to assist teaching staff in supporting students in the classroom.*
- *To work under the guidance of SENCo, Deputy SENCo, Senior/Teaching Staff and Learning Support Administrator, to support the delivery of quality learning and teaching and to help raise standards of achievement for all students at Frome College.*
- *Work may be carried out in the classrooms, in small groups or on a one-to-one basis.*

#### **2. PRINCIPAL DUTIES AND RESPONSIBILITIES**

- *To develop knowledge of a range of learning support needs and to develop an understanding of the specific needs of the students to be supported*
- *Providing support for individual students inside and outside the classroom to enable them to interact with others and engage in activities led by the teacher to improve their outcomes.*
- *To supervise and provide particular support for students, ensuring their safety and access to all learning activities are available and appropriate.*
- *Considering the learning support involved, to aid students to learn as effectively as possible both in group situations and on their own by, for example:*
  - *Assisting with the development and implementation of provision maps and pupil passports*
  - *Clarifying and explaining instructions to help students concentrate on and finish the work set.*
  - *Ensuring the student can use equipment and materials provided.*
  - *Assisting in areas for development, e.g. language, numeracy, behaviour, social skills, reading, spelling, handwriting/presentation.*
  - *Helping students to concentrate on and finish work set.*
  - *Developing appropriate resources to support the students, as directed by the SENCo, Deputy SENCo, Teaching Assistant Team Leader and Learning Support Administrator.*
- *To establish a constructive relationship with all students and interact with them according to individual needs.*
- *To promote the inclusion and acceptance of all students.*
- *To set challenging and demanding expectations and promote self-esteem, aspiration and independence.*
- *To provide the necessary pastoral care to enable students to feel secure and happy.*
- *To provide feedback to students in relation to progress and achievement under the guidance of the teacher and/or SENCo where necessary.*
- *Assist Teachers (and SENCo and other professionals as appropriate), in the development and planning of a suitable programme of support students.*
- *Assist in the monitoring of student responses to learning activities, this will include*

*marking work/activities and accurately recording achievement/outcomes.*

- *Provide detailed and regular feedback about students' progress to the SENCo and teachers, as directed by the SENCo.*
- *Contribute to the maintenance of student progress records.*
- *Participate in the evaluation of any support programmes, as directed by the SENCo or Teaching Assistant Team Leader.*
- *Promote good behaviour, dealing promptly with conflicts and incidents in line with established policy, and encourage students to take responsibility for their own behaviour.*
- *Establish constructive relationships with parents/carers.*
- *Administer routine tests and undertake routine marking of students' work, as necessary.*
- *Support the Access to Learning Team with photocopying and other administration tasks where necessary.*
- *Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to student need.*
- *Undertake intervention programmes linked to local and national learning strategies, recording achievement and progress, and feeding back to the teacher.*
- *Support the use of ICT in learning activities and develop students' competence and independence in its use.*
- *Assist with the preparation and maintenance of equipment/resources required to meet lesson plans/relevant learning activities to support the delivery of an enriched curriculum.*
- *Attend and participate in relevant meetings as required, including team meetings.*
- *To support the smooth running of exams – including room set up, invigilating and read & scribing.*
- *Liase, advise and consult with other members of the team supporting the student as appropriate.*
- *Contribute to reviews of student's progress as appropriate.*
- *Set a good example in terms of dress, punctuality, and attendance.*

### **3. FACTS AND FIGURES**

- *To work as part of the Access to Learning Team, as directed by the SENCo and Assistant SENCo, as necessary.*
- *Approx. 1300 Students on roll – up to 10% of SEN*
- *Approx. 200 Staff*

### **4. PROBLEM SOLVING AND CREATIVITY**

- *Must be able to build good relationships with a wide range of students with Special Educational Needs and/or Social/Emotional needs.*
- *Must be well organized, patient, calm and adaptable with the ability to both respond quickly and effectively where necessary in classroom situations and organize a variety of planned responses and resources to support individual needs.*
- *Must be able to recognize students' varying support needs and either recommend relevant support necessary or inform the SENCo/Teaching Assistant Team Leader accordingly so that intervention can be arranged.*

### **5. DECISION MAKING**

- *Will work within guidelines to provide support to the Access to Learning Department. Referring complex issues to SENCo or Teaching Staff for guidance.*
- *Must have a willingness to work in a flexible manner to support the curriculum.*

### **6. PHYSICAL EFFORT AND WORKING CONDITIONS**

- *Use of ICT to research, produce and/or amend and update resources as necessary. Classroom and small group work as well as individual work.*

### **7. CONTACTS AND RELATIONSHIPS**

- *Contact with Senior Staff, Teaching Staff, Parents, Students, Teaching Assistants – Providing support to the Access to Learning Department and making recommendations.*

**8. ADDITIONAL INFORMATION**

- A willingness to work with young people to support their achievement.

**9. KNOWLEDGE, SKILLS AND EXPERIENCE**

- Previous experience is required
- 5 + GCSE A-C (Inc English and Maths) or equivalent.
- The ability to communicate effectively and in a variety of ways, with people at all levels.

**10. GENERAL**

- This job description only contains the main accountabilities relating to this post and does not describe in detail all duties required to carry them out.
- Midsomer Norton Schools Partnership is committed to Safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced Disclosure and Barring Check is required prior to appointment.

**Additional Information**

*This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.*

**Post Holder:**

**Line Manager:**

Name: .....

Name:.....

Signature: .....

Signature: .....

Date.....

Date .....