



Job Description

Job Title:	Teaching Assistant (TA)
Accountable to:	Head of School
Responsible to:	SENDCo
Salary:	£18,713 to £21,031 per annum (Actual) (Grade USTS4)
Employment Status:	36 hours a week, Term time plus Inset days (39 weeks)

Job Purpose

To support students with educational health care plans (ehcp) in the classroom, small groups and individually in order to promote their inclusion and personalised learning under the guidance of teaching/senior staff within an agreed system of supervision to implement work programmes.

- Provide appropriate support for students to enable them to make progress
- Show evidence of achievement for students so that their progress can be effectively monitored and assessed through effective record keeping
- Show commitment to the student so that they feel safe and supported
- Work within the school's safeguarding processes and procedures at all times

Main Duties

Teaching Support and Assessment

- To support students' learning across the curriculum, tailoring support to match the learner's needs to become independent, co-operative and collaborative learners
- To assist teachers, and other professionals as appropriate, in the development of suitable support and strategies with the differentiation of work for individual students according to their needs
- To contribute to and attend reviews of the students' progress as required
- To support students with exam access arrangements
- To contribute to and collaborate in the tracking of student progress
- Support the learning and emotional well-being of all students and provide praise, motivation and encouragement
- Promote school policies on student behaviour and provide a professional approach to behaviour management and classroom routine
- To support students with physical and sensory needs

Communication and working with colleagues

- Support and maintain collaborative, productive working relationships with all staff and other professionals
- To read on a daily basis and act upon all emails as required
- Attend staff briefings, training and development sessions, as required relevant to the role of teaching assistant
- Engage in appropriate training to ensure the most effective techniques can be employed to support students

Other Duties

Health and Safety

- Undergo Basic First Aid training and update courses as required
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions

- Co-operate with the employer on all issues related to Health, Safety and Welfare

Continued Professional Development

- Participate in an induction programme that includes safeguarding training
- In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with any changes relating to the role
- Undergo appropriate training to support the delivery of 'specified work' in order to develop skills for the post
- Maintain a professional portfolio of evidence to support the Performance Management process – evaluating and improving own practice

The job description should be seen as enabling rather than restrictive and will be subject to regular review as a part of performance management.