



## **Job Description – Teaching Assistant**

**Responsible to:** SENDCo

**Responsible for:** supporting students and families with a range of SEND needs from Years 7 to 11, both in and out of the classroom.

### **Job Purpose**

To work under the instruction/guidance of the SENDCo, to undertake work/care/support programmes that enable access to learning for students with SEND needs, and assist teachers in the support of these students and the classroom. Work may be carried out in the classroom or outside the main teaching area. The primary purpose of the role is to enable students with SEND to make progress in their learning. The role will include a focus on working with students with a specific need including, where appropriate, English as an Additional Language and also working flexibly with a range of students across the curriculum in and out of lessons and/or at break and lunch times as agreed.

### **Support for Students – Roles/Responsibilities**

- Supervise and provide particular support for students, including those with special needs, ensuring their safety and access to learning activities
- Assist with the development and implementation of Individual Education and Health Care Plans (EHCP) and strategies from the student SEND profiles
- Establish constructive relationships with students and interact with them according to individual needs
- Promote the inclusion and acceptance of all students
- Encourage students to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence
- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to student responses
- Provide feedback to students in relation to progress and achievement under guidance of the teacher
- Assist with the development and delivery of small group intervention

### **Support for Teachers – Roles/Responsibilities**

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans
- Use strategies, in liaison with the teacher, to support students to achieve learning goals
- Assist with the planning of learning activities
- Promote good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers

### **Support for the School – Roles/Responsibilities**

- Be aware of and comply with policies and procedures relating to child protection, health & safety, security, confidentiality and data protection. Report any concerns to the appropriate person

- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Contribute to the overall ethos, work and aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings, as required
- Participate in training and other learning activities and performance development, as required
- Assist with the supervision of students out of lesson times, including break and lunchtime
- Accompany teaching staff and students on visits and out of school activities, as agreed and take responsibility for a group under the supervision of the teacher
- Support the creation and reviewing of student SEN Profiles

### **Desirable Knowledge/Skills**

- Ability to relate well to children and adults
- Use of basic equipment/technology (photocopier, computer etc.)
- Understanding of relevant policies and codes of practice
- Awareness of relevant legislation
- Basic understanding of child development and learning
- Ability to self-evaluate learning needs and actively seek learning opportunities
- Ability to work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these

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