



The Athelstan Trust

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CEO: Tim Gilson

MALMESBURY SCHOOL JOB DESCRIPTION

POST: Teaching Assistant

REPORT TO: SENCO

SALARY: NJC SCP 6 - 8

HOURS: 9.00am – 3.25pm

GENERAL DESCRIPTION OF THE POST:

The Postholder is responsible, through the SENCO, and Senior Leadership Team for the duties shown below, assisting in the support and inclusion of students with special educational needs within the school.

Main duties:

1. 1. Supporting the student with SEND:

1.1 To develop knowledge of a range of learning support needs, and to develop an understanding of the specific needs of the student to be supported.

1.2 Taking into account the learning support involved, to aid students to learn as effectively as possible both in group situations and on their own, for example:

- Clarifying and explaining instructions;
- Ensuring the student is able to use equipment and materials provided;
- Motivating and encouraging the student as required;
- Supporting the development of skills in literacy, numeracy, communication and social and behavioural needs;
- Helping students to concentrate on and finish work set;
- Meeting physical needs as required whilst encouraging independence;
- Liaising with class teacher and SENDCo about Learning Profiles, the SEND Provision Map and helping to keep information up to date;
- Developing appropriate resources to support the students;
- Supporting students with access arrangements for examinations.

1.3 To establish a supportive relationship with the student concerned.

1.4 To provide specific assistance as required to students with disabilities – this may involve toileting, administering medication including injections etc.



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- 1.5 To encourage an acceptance and inclusion of the student with special educational needs and disabilities.
- 1.6 To develop methods of promoting/reinforcing the student's self-esteem and independence.
- 1.7 To accompany students on outings.
- 1.8 To provide individual supervision in and out of the classroom for students with behavioural problems and to liaise with teachers/Senior Pastoral Leader about behavioural concerns.
- 1.9 To provide support in either Maths or English as required.

2. Supporting the Teacher/s

- 2.1 To assist, with class teacher (and other professionals as appropriate), in the development of a suitable programme of support for students who need learning support.
- 2.2 Understand the language of Learning Profiles and information on the SEND Provision Map
- 2.3 To contribute to the maintenance of student's progress records.
- 2.4 To participate in the evaluation of the support programme.
- 2.5 To provide regular feedback about the student to the teacher.

3. Supporting the Curriculum

- 3.1 To support the delivery of the curriculum offered by the school.

4. Supporting the School

- 4.1 Where appropriate, to develop a relationship to foster links between home and school.
- 4.2 To liaise, advise and consult with other members of the team supporting the student when asked to do so.
- 4.3 To contribute to reviews of student's progress, as appropriate.
- 4.4 To attend relevant in-service training.
- 4.5 To be aware of school procedures.
- 4.6 To be aware of confidential issues linked to home/student/teacher/school work and to keep confidences appropriately.
- 4.7 Exam support/invigilation as required.



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Other duties:

The postholder may be required to undertake training and perform duties other than those given in the job description. The duties and responsibilities attached to posts 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 would not justify the re-evaluation of a post. Where a permanent and substantial change in the duties and responsibilities occurs, then the post would be eligible for re-evaluation.

Trust:

There is an expectation of collaboration and resource sharing with other colleagues across the Trust

November 2019