**THE ELIZABETH WOODVILLE SCHOOL**

**JOB DESCRIPTION**

**Post: Teaching Assistant**

**Accountable to: SENCO**

**Line Manager: Assistant Senco/Inclusion Manager**

**JOB PURPOSE**

To support pupils who have a variety of special education needs, including both learning and behavioural difficulties. This support will mainly be provided in full classes and may involve the withdrawal of pupils to follow specific learning programmes.

**PRINCIPAL ACCOUNTABILITIES**

1. To provide educational support for pupils on the Special Needs Register to enable them to access the curriculum.
2. To help SEN pupils to develop independent learning skills.
3. To assist class teachers in the preparation of differentiated teaching materials.
4. Support students with emotional or behavioural problems and help develop their social skills.
5. To monitor and record pupil progress.
6. To assist in the preparation of reports for reviews of pupil progress.
7. To attend review meetings as requested.
8. To attend appropriate departmental meetings, training courses etc
9. Work with other professionals, such as speech therapists and occupational therapists, as necessary.

**OTHER DUTIES**

You are required to carry out the duties as set out in the Job Description and any other duties as reasonably required by the Principal and consistent with the overall level, nature and grading of the post.

**THE ELIZABETH WOODVILLE SCHOOL**

**PERSON SPECIFICATION**

**Post Title: Teaching Assistant**

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|  | **ESSENTIAL** | **DESIRABLE** |
| **Ability, Skills and Personal Qualities** | Resilient, cheerful, patient and flexible character  Understanding of confidentiality  Good communication skills  Professional appearance and approach | Open to training on a variety of special needs  Able to work in a team |
| **Knowledge and Experience** | Experience of working with young people in a paid or voluntary capacity | Experience with age 11-16 students  Understanding of self-esteem issues in young people  Experience/interest in working with students on the autistic spectrum. |
| **Education, Qualifications and Training** | Good standard of literacy and numeracy  Basic computer skills  GCSE Grade C or equivalent in Maths and English | Evidence of lifelong learning |