

Job Description

Job Title	Teaching Assistant	Department	SEND
Reporting to	SENCo	Grade	4
Hours per week	30 during term time		
Hours of Work	A variety of full and part time hours		

INTRODUCTION

To work under the instruction/guidance of the Inclusion Manager to undertake work/care/support for SEND students in lessons and intervention groups. In lessons, assisting the teacher in the learning of SEND students. Work may be carried out in the classroom or outside the main teaching area.

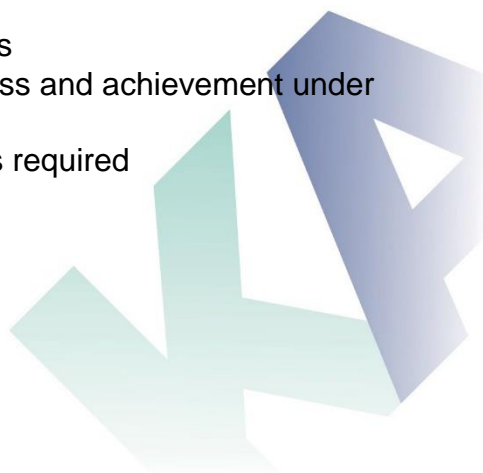
This job description will be reviewed as least annually and any changes will be subject to consultation. The school's Grievance procedure will be used to resolve any dispute arising out of the job description. Other relevant policies may be the County Council's Stress at Work Policy and the Dignity at Work Policy.

King Alfred's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Support for Students

- Supervise and provide particular support for SEND students both in lessons and intervention groups, ensuring their safety and access to learning activities
- Assist with the development and implementation of student 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
- Model positive behaviours and social relationships
- Provide feedback to students in relation to progress and achievement under guidance of the teacher
- Lead on Key Worker status for SEND students as required

Support for Teachers



- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the production and presentation of students' work
- Use strategies, in liaison with the teacher, to support students to achieve learning goals in lessons
- Assist with the planning of learning activities in intervention groups
- Monitor students' responses to learning activities and accurately record achievement/progress as required
- Provide feedback to teachers on students' achievement, progress and barriers to progress
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with Academy policy and encourage students to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers, updating on key worker feedback
- Invigilate exams as required
- Provide clerical/admin. support e.g. photocopying, typing, filing, money, administer coursework etc.

Support for the Curriculum

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, KS3, 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
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist students in their use

Support for the School

GENERAL RESPONSIBILITIES

- 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/aims of the school
- 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 before and after school and at lunchtime

Accompany teaching staff and students on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher

All staff employed by King Alfred's Academy are expected to work within the following policies and procedures:

Safeguarding:

Ensure that all Child protection policies are adhered to and concerns are raised in accordance with these policies

Health and Safety:

Taking appropriate responsibility for one's own health, safety and welfare and the health and safety of students, visitors and work colleagues in accordance with the requirements of legislation and locally-adopted policies; including taking responsibility for raising concerns with an appropriate manager.

Security and data protection:

Work within the confines of the Data Protection Act and to take appropriate measures to ensure the security and confidentiality of data.

King Alfred's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Enhanced Disclosure and Barring Service check.

All staff will be expected to promote fundamental British values.

SPECIFICATION (Job Related)	ESSENTIAL	DESIREABLE
Experience	<ul style="list-style-type: none"> • Experience of working with children • Evidence of working within a team forming collaborative relationships 	<ul style="list-style-type: none"> • Experience surrounding secondary school age students
Qualifications	<ul style="list-style-type: none"> • Pass in GCSE Maths and English • Understanding of relevant learning strategies e.g. literacy 	<ul style="list-style-type: none"> • First aid training
Knowledge and Skills	<ul style="list-style-type: none"> • Effective use of ICT to support learning • General understanding of national curriculum and other basic learning programmes/strategies • Basic understanding of child development and learning • Ability to self-evaluate learning needs and actively seek learning opportunities • Ability to relate well to children and adults • An understanding of the classroom environment 	<ul style="list-style-type: none"> • Understanding of relevant SEND policies/codes of practice and awareness of SEND relevant legislation