



Job Description – Teaching Assistant

Job Title: Teaching Assistant

Reports to: SENDCo

Purpose of the Job

- To work under the direction of the SENDCo as part of the Learning Support Team in supporting and including students with specific learning needs and disabilities.

Key responsibilities

To be the Teaching Assistant (TA) supporting various departments as required:

- work with teachers to support learning of students
- work flexibly according to need across the Academy
- support students in lessons, small groups and 1:1, to enable students with specific learning needs to access their curriculum
- provide feedback and records of progress/difficulties to the SENDCo as appropriate
- undertake administrative tasks at the direction of the SENDCo, including assisting with routine student testing
- support students with physical disabilities including personal care and physiotherapy needs
- promote student independence and develop students' confidence and self-esteem
- act as readers/scribes/invigilators for students with exam access arrangements
- be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person.

Knowledge, experience and training

- experience of working with or caring for children of the relevant age
- good numeracy and literacy skills
- ability to work as part of a team.

IMPORTANT NOTE:

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service (DBS) as part of our pre-employment checks.

Please Note:

The duties and responsibilities listed above are not exhaustive and the post holder may be requested to undertake other tasks on occasion. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.