



REDBORNE UPPER SCHOOL AND COMMUNITY COLLEGE

JOB DESCRIPTION

JOB TITLE:	Teaching Assistant
HOURS OF WORK:	Monday – Thursday 8.30am – 4.15pm Friday 8.30am – 4.00pm (30 minute lunch break) Term time only plus 5 training days
RESPONSIBLE TO:	Headteacher
LINE MANAGER:	SENCO
JOB PURPOSE:	To provide learning support to students with a variety of learning difficulties under the direction of the SENCo and in collaboration with subject teachers.

MAIN DUTIES AND RESPONSIBILITIES:

1. To offer support to all students in class, in collaboration with subject teachers.
2. To help students keep up with coursework demands.
3. To assist with the practical organisation of students' learning.
4. To provide feedback to subject teachers and Head of SENCO on student progress.
5. To contribute to the formulating of IEPs and Education Health and Care Plan Review Reports.
6. To provide and encourage a positive framework for students' learning.
7. To advise teaching staff on effective techniques and strategies to meet a student's specific needs.
8. To keep abreast of developments within SEND and to show a commitment to on-going professional development.
9. Where appropriate, to withdraw a small group of students to work on a specific task under teacher direction/supervision.
10. To support students with SEND in before and after school interventions (study club), where appropriate.

OTHER DUTIES AND RESPONSIBILITIES

1. To comply with Redborne's commitment to safeguarding and promoting the welfare of children and young people.
2. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.

3. The post holder must at all times carry out his/her job responsibilities with due regard to Equal Opportunities'.
4. To undertake any other duties of a similar level and responsibility as may be required.