## TEACHING ASSISTANT JOB DESCRIPTION

## Professional Duties of all Teaching Assistants

**Overall Role and Remit**

* To work with students, as directed by the Special Educational Needs Coordinator, to ensure all SEND students make the best possible progress in school, both academically and socially including accessing extra-curricular provision (including T26 and SEN lunch clubs)
* Participate in the timely collection and analysis of student data to ensure the deployment of Teaching Assistants is effective and appropriate using the ‘Assess, Plan, Do, Review’ process.
* Deliver interventions which are data driven and subject to the ‘Assess, Plan, Do, Review’ process.
* Work closely with the SENCO to ensure that the school is compliant with the SEN Code of Practice and Equalities Act.
* To liaise directly with families and colleagues sharing data where appropriate.

**Leadership and Management**

* Meet South Wirral High School standards of leadership, as appropriate to your role in school.
* Lead on your area of department specialism to include working closely with other colleagues as appropriate
* Manage your SEND student cohort, ensuring their SEND information and ‘teaching strategies’ information is reviewed and updated annually following consultation with all teachers and other relevant stake holders

**Quality of Teaching and Assessment**

* Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils
* Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities.
* Use effective behaviour management strategies consistently in line with the school’s policy and procedures.
* Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress
* Communicate effectively and sensitively with pupils to adapt to their needs and support their learning.
* Maintain a stimulating and safe learning environment by organising and managing physical teaching space and resources.

**Personal Development, Behaviour and Safety**

Work closely with the SENCO to:

* Promote and maintaining the engagement of SEND students with high quality extra-curricular activities
* Ensure the team communicates effectively with parents/carers, so there is complete clarity and understanding of any aspect relating to their child’s development
* Ensure that the school is compliant with the SEND Code of Practice and Equalities Act
* Establish and maintain consistent high aspirations, expectations and standards across the team in relation to the schools behaviour and CIAG policies