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| **Post Title:** | Teaching Assistant |
| **Accountable to:** | SENDCO |
| **Pay Scale:** | ERYC Grade 4A |

**MAIN PURPOSE OF THE JOB**

Teaching Assistants support students on a one-to-one and small-group basis. The post holder will maintain a high profile in and around school during the day to ensure outstanding standards and our TORCH values are being met amongst staff and students.

**The post holder will have specific responsibility to:**

* Provide 1-2-1 and whole-class support in mainstream lessons for students with SEN.
* Undertaking activities with either individuals or groups of students to ensure their safety and facilitate their physical, emotional and educational development, by for example: clarifying and explaining instructions; ensuring the student is able to use equipment and materials provided; assisting in identified areas, e.g. language, behaviour, reading, spelling, numeracy, handwriting/presentation, and the use of ICT; helping students to concentrate on, and finish work set; meeting the physical needs of students as required whilst encouraging independence; liaising with the class teacher, SENCO and/or external support teacher about individual education plans (IEPs) and student progress; developing appropriate resources to support the student(s).
* Assisting teaching staff (and other professionals as appropriate) in the planning and delivery of learning and behaviour programmes for individual and groups of students.
* Participating in the implementation and evaluation of IEPs.
* In conjunction with the class teacher (and other professionals as appropriate), monitoring student progress and providing intervention when necessary.

**General Duties and Responsibilities:**

* Carrying out administrative tasks associated with the above duties as directed by the teacher, i.e. photocopying, writing short reports concerning individual students.
* Supporting teachers/support staff with displays of students’ work.
* Meeting with SENDCO and Director of Department, on a regular basis to discuss issues relevant to students being supported.
* Supporting teaching and pastoral staff in the development of home/school links.
* Assisting in the smooth transition of students between educational phases.
* Administering personal care, therapy programmes, or minor first aid (where trained).
* Assisting with lunch and break time supervision of students on a rota basis.
* Helping with educational visits and outings.
* Attending staff meetings, teacher training days, and training courses as appropriate.
* Other duties as agreed with the Line Manager, as may be reasonably required, commensurate with the character of the post and level of responsibility.
* Invigilate exams/tests when required
* Supervise study/homework clubs

**Qualifications/Experience/Personal Qualities needed for the role:**

* Level 2 English & Maths
* School experience essential
* Knowledge of the Curriculum

**Other:**

Bridlington School high expectations of all its employees to ensure that they provide a professional service to our young people and the community of Bridlington and beyond.

Appraisal Targets will be aspirational and set on an annual basis in discussion with the Line Manager.

This Job Description is intended to highlight the main responsibilities and expectations for the post holder and is not the entirety of what a member of staff may reasonably be required to complete in line with the priorities of the organisation. Neither is it intended to highlight the amount of time which should be spent on each task.

**As a member of staff of Bridlington School:**

* Role model appropriate behaviours within a professional environment including conduct, communication and personal appearance
* Demonstrate a commitment to Positive Discipline
* Role model high levels of literacy and numeracy including modelling appropriate language
* Have high expectations of students
* Aspire to develop your professional skills and qualifications
* Use all forms of social media appropriately
* Take responsibility for the reputational management of the school
* Contribute to systems of evaluation and performance of the organisation positively

Your duties may involve access to information of a confidential and sensitive nature which may be covered by the General Data Protection Regulation (GDPR). All employees will be expected to comply with the GDPR when handling any personal data. Confidentiality must be maintained at all times. In addition to the above the post holder must be committed to safeguarding and promoting the welfare of children and young people.

This Job Description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder’s professional responsibilities and duties. In addition, you may be expected to take part in any other reasonable duties which may be required

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| **Employee signature:** |  |
| **Print Name:** |  |
| **Date:** |  |