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| **TITLE:** | Teaching Assistant |

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| **RESPONSIBLE TO:** | SENDCo/Deputy Headteacher: Inclusion  |

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| **RESPONSIBLE FOR:** | The running of the Behaviour for Learning System |

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| **PURPOSE:** | * To work within the SEN team and you will be required to supervise and provide support for students with special educational needs, ensuring their safety and access to all learning activities.
* To support the SENCo and Exams Officer and have an active role in the delivery of Exam Access Arrangements for SEN Students during the exam season.
* To be reliable and have the ability to form positive relationships with all students.
* To support the students across all subjects and aspects of the wider curriculum, including the delivery of bespoke physical fitness therapy routines, and must be trained, or willing to train, in moving and handling, and intimate care techniques.
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**DUTIES AND RESPONSIBILITIES/KEY AREAS:**

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| **Main duties and responsibilities**

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| **Teaching and Learning/Classroom Working*** To provide in class support to students with special educational needs, and an Education Health and Care Plan.
* To work closely with students individually or in groups within a subject area and within the Special Needs Department.
* To support other students, enabling them to achieve maximum access to and participation in the National Curriculum.
* To help students to further develop literacy, numeracy, ICT, problem solving and study skills.
* To help students develop their language and reasoning skills.
* To assist students in the organisation, preparation and display of assessments, classwork, coursework and where applicable, homework.
* To differentiate and modify written subject tasks in order to provide full curriculum access.
* To attend and assist students with their hygiene, eating and general welfare requirements as necessary.
* To give in-class support to subject teachers thus facilitating students access to the curriculum including assisting teachers of practical subjects as required, with priority being given to Health and Safety.
* To use the school’s BfL system, following guidance from classroom teachers and the Head of Department/subject.
* To engage positively and enthusiastically with students, no matter what their difficulty, in order to support them to achieve.
* To reward positive attitude, work and progress using the school’s reward scheme.

**Supporting the delivery of examinations (during public and mock examination periods)**  |

* Assist the SENCo and Exams Officer with timetabling and rooming of all examinations for students with SEN or concessions.
* Assist with the preparation of the exam access rooms for exams and issue of candidate information packs and exam papers to the invigilator.
* Responsible for checking availability of stationery, laptop, and exam equipment
* Support with the invigilator information packs.
* Set up all appropriate JCQ signage for each examination room.

**Miscellaneous**

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| * To take an appropriate role in the life of the school supporting its distinctive ethos and values, and actively promoting its policies and practices.
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| * To take an active role in house activities and competitions, encouraging our most vulnerable learners to engage in the extra-curricular thread of school life.
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| * To dress in a professional manner in line with the school dress code.
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| * To undertake any other duties as may be reasonably required by the Headteacher.
* To participate in the process of appraisal.
* To be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
* To co-operate with the employer on all issues to do with Health, Safety and Welfare.
* These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the postholder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.
* To undertake appropriate training as required in order to be able to undertake the duties and responsibilities that are required.
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30 hours per week, term time only (8.30-3.00pm each day) |

**All posts at the school are subject to a six month probationary period. Confirmation of the position is subject to satisfactory completion of this period.**