



The Harvey Grammar School

Teaching Assistant

35 hours per week (Term time only)
HGS4 - £15,512.39 pro rata to £19,612.00

Job Description

Line Manager: Assistant SENCo

Aim of the Role

- To assist in supporting an individual student or students with special needs and disabilities into mainstream classes, with bespoke personalised provision.

Responsibilities

This job description lists in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

- To develop an understanding of the SEND of the student/s concerned.
- To understand the student/s SEND and ensure their access to the lesson and its content.
- To encourage the inclusion of the student/s within the class and the wider school community.
- To undertake medical training and to provide medical support if required.
- To administer medication as per medical instruction if required.
- To support the emotional and mental health needs of students, in line with school policies.
- To support primary transition, as required under the direction of the SENCo.
- To work with students and support students during examinations and internal assessments.
- To supervise and support students at break time, lunchtime and afternoon registration, as required.
- To support students individually through specific intervention, as required.
- To liaise with outside agencies and attend meetings and training as required.
- To provide written/verbal reports for Annual Reviews and meetings, as required.
- To support the teacher in the development and understanding of SEN student's individual needs/targets/outcomes.
- To have informal meetings with teachers to enable planning and preparation for lessons, where time permits.
- To assist in Educational Visits, for students with additional needs and other whole school events.
- To work as part of the team in relation to individual students, liaising, advising and consulting where appropriate.
- To be aware of the school's policies and procedures, including those relating to confidentiality and safeguarding.
- To carry out other responsibilities as determined by the Head, following negotiation.