

The Matthew Arnold School



Job Profile: Teaching Assistant

Grade: PS3, £13,030.60 (£18,013 FTE)

Hours: 32.08 hours per week 36.8 weeks per annum
Monday – Friday, 08:15 am – 15:30 pm

Responsible to: SENDCo

Purpose of Job:

To work in class with individual students with statements of Special Educational needs. These include students with auditory, visual, physical, learning, behavioural, social and emotional needs. In addition this will involve working closely with teaching and support staff, the SENDCo and other outside agencies.

Key accountabilities and specific tasks:

- To support the teacher with their responsibility for the development and education of pupils with special needs
- To assist in meeting students' needs giving encouragement and reassurance
- To help clarify and explain the nature of the task set, checking the students have understood what is expected
- To record the work done with the students
- To work with the students individually or as part of a small group in class, ensuring students keep to the task in hand
- To feed back regularly to the SENCO about work done, progress made and difficulties faced by the students in lessons
- To attend relevant meetings after and during school hours where directed by SENCo.
- To maintain records and pupil files
- To contribute to annual Reviews of students' progress/IEPs/PSPs
- To liaise with teaching staff about lesson content and plan with teachers to deliver effective support strategies with identified pupils in class

All employees working with children and young people have a responsibility for safeguarding and promoting their welfare.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually, but may be subject to modification or amendment at any time after consultation with the post holder.