



TAUHEEDUL EDUCATION TRUST

JOB DESCRIPTION

Job Title:	Teaching Assistant		
School Base:	Eden Girls' School, Coventry		
Reports to:	SENDSCO	Grade:	SCP 10 - 17
Staff Responsibility for:	None	Salary:	£15,613 - £17,772 i.e. pro rata equivalent £12,687 - £14,441 (35 hours)
		Term:	Term Time Only + 1 week. This is a fixed term contract whilst the student remains educated at our school 35 hrs per week
Additional:	N/A		

JOB PURPOSE SUMMARY:

To provide outstanding support for a Year 7 student who has an Education, Health and Care Plan for academic reasons.

To contribute to the development of a strong, effective school with an emphasis on promoting a culture of educational excellence, within a caring and secure Islamic environment enriched with the values of discipline, mutual care and respect which extends beyond the school into the wider community.

JOB PURPOSE, KEY RESPONSIBILITIES AND ACCOUNTABILITIES

Support for Students

In relation to the named student:

- Provide support to named students with SEND as outlined in their Education, Health and Care Plans or Individual Education Plans.
- Liaise with teaching staff, Heads of Year and the SENDSCO regarding such support.
- Work with teachers to secure outstanding progress in lessons for supported student.
- Follow and adhere to school's policies, procedures and risk assessments pertaining to the individual child.
- Dynamically risk assess the wide variety of situations and activities that the child may come across on a daily basis at school.
- Communicate effectively with all professionals involved with the care of the child and attend any review meetings.
- Liaise with parents regularly, keeping them well informed.

- h. Adapt or modify materials and resources to ensure full access to a broad and balanced curriculum.
- i. Provide additional intervention as directed.
- j. Develop a positive relationship with students and promote self-esteem and independence.
- k. Provide feedback to targeted students on their progress and attainment.

Under the direction and control of the AP SENDCO and/or classroom teachers, for the named student:

- l. Supervise and support teaching to ensure their safety and wellbeing, facilitating their physical and emotional development and their access to the full curriculum.
- m. Monitor their progress, achievements, problems, condition and development needs, reporting to the responsible teacher as appropriate.
- n. Assist the teacher in the development, implementation and monitoring of Individual Education/Health Care Plans.
- o. Provide support as outlined in their Education, Health and Care Plans or Individual Education Plans.
- p. Liaise with teaching staff, Heads of Year and the SENDCO regarding such support.
- q. Work with teachers to secure outstanding progress in lessons for supported students.
- r. Adapt or modify materials and resources to ensure full access to a broad and balanced curriculum.
- s. Provide additional intervention as directed.
- t. Develop a positive relationship with students and promote self-esteem and independence.
- u. Provide any additional support, including on 'personal hygiene' to secure wellbeing and to enable them to participate fully in the life of the school.
- v. Administer prescribed medication required during school hours. Where this is relevant training will be provided.
- w. Assist with supervision of the student outside of lesson times, including before and after school and during lunchtime.
- x. Assist with activities within and away from the classroom/school, such as educational visits.

Support for SENDCO and Teachers

- a. Provide information to teachers and other support staff on the most effective methods of provision and intervention for students with learning needs.
- b. Liaise with the SENDCO and specialist external staff as requested to receive and disseminate advice given to effectively support students across curriculum areas.
- c. Liaise sensitively and effectively with parents and carers, including participating in feedback meetings under the SENDCO's / teacher's supervision.
- d. Assist the SENDCO in the development, monitoring and review of the students' Individual Education Plans (IEPs).
- e. Assist SENDCO on writing risk assessments for both school and external visits or trips.
- f. Attend specific training as and when requested by the SENDCO.
- g. Assist in student supervision and management of student behaviour, in line with school procedures.
- h. Be responsible for keeping and updating records as agreed with the teacher, contributing to the reviews of records and systems as requested.

- i. Report on student achievement, progress and issues in a suitable format (i.e. verbally or in writing).
- j. Where appropriate, to act as reader and/or amanuensis to students in examination and written assessments.
- k. Participate in personal and professional development activities to meet the changing demands of the job, and encourage and support other staff in their development and training.
- l. Attend and participate in relevant meetings as required.

Support for the School

- a. Support the maintenance and enhancement of the school's ethos and mission through their own outstanding professional conduct and high expectations of others.
- b. Be aware of and comply with policies relating to safeguarding (including child protection), health and safety, confidentiality and data protection.
- c. Assist in creating a culture in which effective learning can take place.
- d. Support the promotion of positive relationships with parents and outside agencies.
- e. Work within school policies and procedures.
- f. Attend and participate in individual and team meetings as required.
- g. Undertake personal development and improve own practice through training, observation, evaluation and discussion with colleagues including performance management and use this to support others.
- h. Accompany teaching staff and students on visits, trips, out of school activities and enrichment programmes and take responsibility for a group under the supervision of a teacher, as required.
- i. Work as part of a team and support the role of other people in the team.

Other responsibilities

- a. Contribute to the wider life of the Trust, its schools and its community through out of hours and partnership work.
- b. Carry out any such duties as may be reasonably required by the Principal or Chief Executive.

This appointment is with the Governing Body of the School, with the Trust as employers. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Tauheedul Contract'.