

JOB DESCRIPTION TEACHING ASSISTANT

Job Details

Post Title	Teaching Assistant (Level 3)
Responsible To	SENCO/Head of Department

Purpose of the Job

To work under the guidance of the SENCO to support teaching and learning, providing specialist support to teachers in an aspect of the curriculum, age range or additional needs.

Key Responsibilities

- Facilitate access to the curriculum for students with special educational needs under the professional direction and supervision of a qualified teacher, differentiating and adapting learning programmes to suit needs of allocated pupils.
- Enable students to develop independent learning skills, monitoring, recording and assessing student progress and attainment as agreed with the teacher.
- Enable inclusion of allocated students by selecting and adapting appropriate resources/methods to facilitate learning.
- Plan and evaluate specialist learning activities with the teacher, preparing appropriate resources.
- In agreement with the SENCO undertake one of the following:
 - Provide subject specific support for students e.g. literacy, numeracy.
 - Provide specialist support for pupils with special education needs, for example learning, behavioural, communication, sensory or physical difficulties.
- Assist special educational needs students with all aspects of school life, including the provision of personal, intimate care as required, for example toileting and the management of bladder and bowels.

Assessment and Reporting

- Providing feedback to students in relation to progress and achievement under the guidance of the teacher.
- Report back progress to teacher following the delivery of structured and agreed learning activities.

Monitoring and Review

- Monitoring and evaluating students' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
- Providing objective and accurate feedback and reports as required, to the teacher on student achievement, progress, ensuring the availability of appropriate evidence.

Liaison Role

- Liaise with the subject teacher they are supporting.
- Liaise with Lead TA or person identified as reporting to the SENCO/Head of Department regarding SEN students they are supporting.
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your

role/responsibility and participate in feedback sessions/meetings with parents either alongside the teacher or as directed by SENCO/Head of Department.

Student Care Role

- Promoting the inclusion and acceptance of all students.
- Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate person.

Management and Administration

- Undertaking general clerical/administrative tasks related to student learning, progress and review, under guidance of subject teacher, SEN link person within the faculty.

Training and Development

- Participating in training and other learning activities and performance development as required.

Other Duties

- It may be necessary for Teaching Assistants to support in other curriculum areas, Room COM0.15 or The Hub to ensure SEN students are receiving their entitlement.
- Teaching Assistants will be called upon to administer access arrangements during examinations.

Hours of work

- Teaching Assistant (Level 3) is employed for 37 hours per week, for 39 weeks of the year. There is a 30 minute unpaid lunch break each day.
- Start and finish times each day are determined by the Academy.

Salary

- Upon appointment salary will BWT37PT18. Actual salary will be in accordance with hours and weeks worked.