

**Post**: Teaching Assistant

**Reporting to:** Director of Learning for SEND

**Hrs of work:** Term Time + 5 Teacher Training Days 37 hours per week

**Salary:** £15,500 full time - £12,319 actual

**Key duties and responsibilities**

To work with students to ensure that they are able to fully engage with learning.

To work with students as directed to maintain personal confidence, promote positive behaviour, and encourage independence.

**General Duties of the Role**

* To support the learning of students within a structured teaching situation, small group withdrawal, 1:1 and small group interventions as required.
* Assist students to attend lessons punctually and prepared to learn.
* Assist students to engage in independent and self-directed learning
* Support students with their interaction with peers to ensure that learning is effective
* To be aware of lesson objectives and to assist students in making progress towards these.
* Work with teaching staff on planning, and assist in the preparation and development of resources.
* Be fully aware of individual student targets and provide the necessary advice, support and guidance to enable them to be achieved.
* To be familiar with IEPs and statements and to use this knowledge to inform support of students.
* To monitor students’ progress and achievement, bringing issues of concern to the attention of the appropriate members of staff.
* To maintain records of intervention and upkeep of student personal records and to make these available upon request by the SENCO or another senior member of staff.
* To supervise assigned students where required, to ensure their health & safety.
* Support students entitled to exam concessions in internal and external examinations.
* To contribute when appropriate to any multi-disciplinary discussion of the student’s needs/progress as required
* To undertake break time duties/ lunch time as required.
* To participate in relevant staff development activities.
* To become familiar with, understand, and adhere to school and Trust policies and procedures.
* To maintain confidentiality in and outside the workplace.

To undertake from time to time such work as may be determined by the SENCO.