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| **Teaching Assistant Job Description** |  |
| Employer Dagenham Park Church of England School Location Barking and Dagenham Responsible to Special Educational Needs Coordinator (SENCo) |  |

## Main purpose of the post:

To work as part of the Learning Support Department in supporting and integrating students with special needs into mainstream classes. The TA may work with and receive instructions from the SENCo, Teachers, and other professionals. The post covers all areas with regard to provision and access for students at Dagenham Park Church of England School. TAs are expected to support students’ cognition and learning; behavioural, social and emotional; medical sensory and physical and communication and interaction needs, as directed by the SENCo.

## Main Duties:

In relation to the students:

To develop an understanding of the special needs of the student/s concerned.

To take into account the students special needs and ensure their access to the lesson and its content through appropriate clarification, explanations, equipment and materials.

To help them record work in an appropriate way.

To develop study and organisational skills.

To help keep the students on task and to build motivation.

To help reinforce learning.

To help build the students confidence.

To encourage the inclusion of the student/s within the class.

To undertake medical training, if required.

To administer physiotherapy programmes with students, under the direction of the physiotherapy service.

To support students with their personal care – assistance with toileting and support for eating food at breaks and lunchtimes

To assist students with changing for PE and other activities.

To support the behavioural and emotional needs to students, in line with classroom and school policies.

To undertaken assessments of students preferred learning styles and administer tests.

To support primary transition and year 7 forms for the first two terms of year 7.

To follow the programmes with students in form time and throughout the work across the school.

To provide emotional support for students and support additional programmes and therapy offered.

To work with students on Revision Days and support students during examinations and internal assessments.

To scribe, amanuensis and invigilation for external examinations, under the director of the Examination Officer through the SENCo.

To run clubs at lunchtimes.

To support individualised programmes for students on withdrawal from lessons – including SALT programmes and OT support.

To support students individually through the reading, writing and mathematics schemes.

In relation to outside agencies and other professionals, including Annual Reviews:

To liaise with outside agencies and attend meetings and training as required.

To provide written reports for Annual Reviews and meetings, as required.

To complete daily Record of Work sheets to support the tracking of students and identify areas for additional support.

In relation to the teachers:

To support the teacher in the development and the presentation of the students individual programme.

To have clear lines of communication with the students teacher.

To have formal meetings with teachers to enable planning and preparation for lessons, where time permits.

Where appropriate, to act as liaison between students and the teacher.

Involvement in keeping records and evaluation of students programmes.

In relation to the school:

To assist in Educational Visits for students with additional needs and other whole school events.

To support college transition and work with students off site for KS4 placements and work experience if directed by the SENCo.

To support whole school events and educational visits for all students of the school.

To work as part of the team in relation to individual students, liaising, advising and consulting where appropriate.

To be aware of school policies and procedures, including those relating to confidentiality.

To identify personal in-service needs and to attend appropriate internal and external in-service training.

Any other tasks as directed by the Headteacher which fall within the purview of the post.

We reserve the right to review and change the job description, in consultation with the postholder, dependent on the changing circumstances of the school.