

CHENEY SCHOOL - JOB DESCRIPTION

Job Title	Teaching Assistant	Working days	Term-time + 1 Day
Reporting to	Learning Support Manager	Grade	4

Principal Responsibilities

A. Supporting students and their families

1. to develop a good understanding of the special educational needs of the students to whom the TA is attached.
2. to encourage the integration of students with special educational needs into the mainstream environment.
3. to assist students' learning, in liaison with the class teacher, by explaining, interpreting and adapting work, by reading and note-taking, by motivating and encouraging them and by helping with physical needs, as appropriate.
4. to support children in their learning with managing and delivering individual/small group work, under the guidance of curriculum and SEN staff.
5. to establish supportive relationships with students, whilst developing their self-esteem.
6. to be involved in the review of students' progress in the context of their individual education plans.
7. to support students with any emotional and/or behavioural problems.
8. to link with pastoral teams within school, families/guardians, and with professional outside agencies, as appropriate
9. to attend meetings with parents and teachers, as necessary.
10. to advise of further/new special needs that might need intervention.

B. Supporting teaching staff

1. to assist class teachers with the development of suitable differentiated programmes of support, including the implementation of Pupil Profile, and the production of suitable materials for students with special educational needs.
2. to work with individual students or with small groups as required by class teachers.
3. to evaluate students' progress, to maintain records and to provide reports as required, to update Pupil Profile, whilst being aware of, and adhering to, the school's policies with regard to confidentiality.
4. to assist in the maintenance of the school's behaviour policy.
5. to develop links between SEN and curriculum departments.

C. General

1. to attend meetings and In-Service Training sessions as required by the Head of Department.
2. to participate in a personal staff development/appraisal process in accordance with school policy.
3. to be familiar with and to adhere to relevant parts of the school's Health & Safety policy
4. to undertake such other duties as may be required from time to time.