



Job Description

Job Title:	Teaching Assistant (to work with SEN pupils and ASC pupils in the Resourced Provision and across the school)
Grade:	Sc4
Hours:	36 hours per week Term time only + 5 days during school holidays
Responsible to:	HLTA
Responsible for:	No other staff

Job descriptions are subject to review and amendment.

Job Purpose

- To work under the guidance of the HLTA and SENCO within an agreed system of supervision, to implement agreed work programmes with individuals/groups with SEN/ASC needs, in or out of the classroom. This will include liaising with teaching staff about the needs of the pupil/s, ensuring they are able to access the scheme of learning and may include the management or preparation of resources or delivery of specific programmes within the provision. There is an expectation that TAs and teaching staff meet at least termly as part of the MER schedule to ensure best practice. TAs may also contribute to the assessment process. TAs may also supervise whole classes occasionally during the short-term absence of teachers. The primary focus will be to maintain good order and to keep pupils on task and generally assist them to undertake set activities.

Major Tasks, Duties and Responsibilities

1. Support for pupils

- To liaise with the SENCO/Asst SENCO/ASC Lead Staff and HLTA to identify areas of need and assist in the development of learning strategies to address these including speaking and listening, self-esteem and appropriate relationships
- Provide level of attention appropriate to pupil's needs, modifying approach to ensure that desired outcomes are achieved
- Use specialist skills/training/experience to support pupils with specific needs.



- Support pupils consistently whilst recognising and responding to their individual needs
- Assist with the development and implementation of pupil profiles where appropriate
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all pupils within the classroom
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to pupils in relation to progress and achievement
- Liaise with relevant external agencies to ensure best practice for targeted pupils

2 Support for the Teacher

- Work with the teacher to establish an appropriate learning environment using your specific knowledge and strategies relating to targeted pupils.
- Work with the teacher in lesson planning, evaluating and differentiating lessons/work plans as appropriate
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
- Undertake marking of pupils' work and accurately record achievement/progress
- Meet at least termly with teaching staff as part of the MER schedule to ensure best practice
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed
- Administer and assess routine tests and invigilate exams/tests
- Provide general clerical/admin support e.g. administer coursework, produce worksheets for agreed activities etc

3 Support for the Curriculum

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
- Implement local and national learning strategies e.g. literacy, numeracy, KS3, and make effective use of opportunities provided by other learning activities to support the development of relevant skills



- Support the use of IT in learning activities and develop pupils' competence and independence in its use
- Help pupils to access learning activities through specialist support and by running small group interventions before, during or after school
- Determine the need for, prepare and maintain general and specialist equipment and resources

4 *Support for the School*

- Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Provide appropriate guidance and supervision and assist in training and development of staff as appropriate
- Undertake planned supervision of pupils out of school hours learning activities
- Supervise pupils on visits, trips and out of school activities as required

School Ethos

For Frederick Bremer staff in general:

- to play a full part in the life of the school community, to support its distinctive vision and ethos and to lead staff and pupils in doing the same
- to actively support the school's corporate policies and aspirations
- to adhere to the staff professional code of conduct as developed collectively by staff
- to comply with the school's Health and Safety Policy and undertake risk assessments as appropriate
- Check emails on a daily basis to keep up to date with issues communicated in the school.

Other tasks as may reasonably be required, appropriate to the post.



CONFIRMATION OF JOB DESCRIPTION

POST:

NAME:

I confirm that I have read this job description and person specifications

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified.

Signatures:

The job description is current at the date below but will be reviewed on an annual basis and, in consultation with you, may be changed to reflect changes in the job requirements which are commensurate with the job title and grade.

Signed..... (Staff Member)

Date

Signed..... (Headteacher)

Date.....