

## JOB DESCRIPTION

<b>Position</b>	Teaching Assistant	<b>Location</b>	The Beacon School
<b>Accountable to</b>			
<ul style="list-style-type: none"> <li>Special Education Needs Coordinator (SENCO)</li> </ul>			
<b>Core purpose</b>			
<ul style="list-style-type: none"> <li>To support and assist designated students with their progress</li> </ul>			
<b>KEY ACCOUNTABILITIES AND SPECIFIC TASKS</b>			
<ul style="list-style-type: none"> <li>To research and understand the needs of the students who are to be supported</li> <li>To liaise prior to lessons with the teaching staff to ensure that targeted support and intervention is given</li> <li>To support student progress and attainment under the direction of the class teacher and the SENCO</li> <li>To inform the class teacher of progress for the individual student(s)</li> <li>To observe students and report their progress to the SENCO</li> <li>To be involved with the preparation of Learning Plans</li> <li>To bring to the attention of the SENCO any other matters that may hinder or be hindering student progress</li> <li>To take part in extra-curricular activities such as a lunchtime homework club</li> <li>To liaise with parents and agencies as directed by the SENCO</li> <li>To ensure all information is kept confidential and only passed to those who have authority to use it</li> </ul>			
<b>Safeguarding</b>			
<ul style="list-style-type: none"> <li>GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for an Enhanced DBS disclosure</li> <li>We particularly welcome applicants from under-represented groups, including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.</li> </ul>			