**Teaching Assistant**

**Salary Range:** Grade E

34 hours per week –Term Time only

**Responsible to:** Headteacher, under the day to day management and leadership of the SENCo

**Core Purpose:**

The post holder will assist and support the learning and inclusion of SEN pupils and groups of pupils within the Academy. In addition to carrying out professional duties in accordance with the Sponsors’ Pay and Conditions document, the post holder shall, in consultation with the Headteacher:

**Key Accountabilities:**

* Provide in class support for pupils with special educational needs.
* Provide small group intervention, this will also include leading specific SEN interventions.
* Be familiar with a range of teaching resources and strategies suitable for the needs of individuals or small groups and to use them effectively.
* Personalise teaching resources and strategies to meet the needs of an individual or a small group.
* Liaise with staff regarding progress made, problems arising, and any difficulties with accessing work and/or resources.
* Assist in maintaining SEN records, and reports and attend SEN review meetings as required.
* Actively support the teacher in behaviour management and to reinforce agreed rules in working with pupils.
* Act upon guidance provided by the SENCo and other professionals.
* Work within the performance appraisal process of the Academy, to evaluate own performance and take full advantage of the training and development available.
* Undertake training in basic first aid and appropriate specialist treatment (including intimate care) which SEN children may require during their time in the Academy.
* Assist on Academy visits and activities and attend staff meetings as required within contractual hours.
* Support pupils during examinations and assessments either as a reader, a scribe or an invigilator.

**Other responsibilities:**

* Act at all times as an ambassador for the Academy in a manner which upholds its Christian values and ethos and to model behaviour consistent with the Academy’s standards and aspirations.
* Set a good example in terms of dress, punctuality and attendance.
* Take an active role in the Academy’s pastoral care of pupils and fulfil a pastoral and mentoring role.
* Foster good relationships with parents and the wider community
* Have an agreed flexible working pattern to ensure that all relevant functions, including extra-curricular activities, are fulfilled.
* Demonstrate a commitment to personal professional development.
* Be subject to performance objectives agreed annually and will be responsible for providing evidence of progress for key accountabilities.
* Carry out other duties as reasonably requested.