



JOB OUTLINE

Post Title:	Teaching Assistant
Pay Scale:	Point 11
Responsible to:	Head of SEN
Hours of work:	32.92 hours per week

The post holder will be expected to work within the schools' policies and procedures.

Working within a highly skilled team of teaching assistants providing support and intervention strategies to meet the needs of SEN students and those with other barriers to learning at Driffield School. Work will be carried out mainly in the classroom under the guidance of the class teacher or Head of SEN.

The main roles will include:

- To develop an understanding of the specific needs (educational, emotional, behavioural or physical) of the pupil to be supported taking into account the type of support involved
- To provide support for individual students or groups of students inside or outside the classroom to enable them to fully participate in activities.
- To liaise with the class teacher and Head of SEN in relation to the use of Individual Education Programmes for students
- To assist pupils getting changed for PE or swimming.
- To provide feedback about the pupils to the class teacher.
- To contribute to the review of pupil's progress either verbally or in writing or through attendance at review meetings.
- To assist in the maintenance and development of the departmental resources.
- To attend staff meetings and teacher training days as appropriate.
- To assist with the lunch and break time supervision of pupils.
- To perform such duties as reasonably correspond to the general character of the post and are commensurate with its levels of responsibility including additional tasks as required.

General

This job description is not intended to be a complete list of duties and responsibilities, but indicates the major requirements of the post. It may be amended at any future time, to take account of the developing needs of the service. The postholder will undertake any other duties at the request of the Head of School appropriate to the remit.

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.

The Health and Safety at Work etc Act, 1974 and other associated legislation places responsibilities for Health and Safety on all employees. Therefore it is the postholder's responsibility to take reasonable care for Health and Safety and Welfare of him/herself and other employees in accordance with legislation.

The above duties may involve having access to information of a confidential nature which may be covered by the General Data Protection Regulation, and by Part 1 of Schedule 12A to the Local Government Act, 1972. Confidentiality must be maintained at all times.

Driffield School and Sixth Form is committed to safeguarding and promoting the welfare of children and young people. Clearance from the Disclosure and Barring Service is required prior to appointment.

Name: _____

Signed: _____

Date: _____