**The Astley Cooper School**

**Job Description**

**Job Title: Teaching Assistant**

**Responsible to: SENDCo**

This job description should be read in conjunction with the current version of the Hertfordshire Pay and Conditions document and the expectations of the school’s support staff standards, skills and behaviours.

The main purpose of this role is to support individuals and groups to make expected levels of progress and achieve their full potential.

To carry out this role effectively you need to be aware of, and support, the fundamental philosophy and aims and objectives of the school, and to be instrumental in creating an ethos which facilitates the effective education of every student and ensures that they make expected levels of progress.

Your key responsibilities as a **Teaching Assistant** are to:

* Establish and maintain professional positive relationships with students, staff and parents
* Support students during learning activities, facilitating independent learning and encouraging students to take responsibility for their own learning – tasks will include:  
  - liaison with staff   
  - liaison with parents and external agencies  
  - supporting identified students with EHC Plans as Key Workers
* Assist in preparing the learning environment and materials for specific students
* Contribute to maintaining student records
* Supporting students within the Inclusion & Achievement Centre in small groups and one-to-one settings
* Keep detailed records of timetabled small group and 1:1 sessions, and use evaluations of these records to inform future planning
* Contribute to the planning of differentiated learning activities
* Contribute to the effective management of student behaviour
* Keep an up-to-date TA file detailing support students and strategies
* Support students during registration time
* Engage in professional development opportunities
* Attend Inset training sessions

**Other Professional Requirements**

* To be aware of and comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person
* To adhere to school Health and Safety policy including risk assessment and safety systems
* To adhere to school policy on equality and diversity
* To contribute to the overall ethos/aims of the school
* To appreciate and support the roles of other professionals
* To participate in training opportunities and professional development as required
* To be responsible for promoting and safeguarding the welfare of children and young people within the school

These key accountabilities outline the main areas of the role: they are not a comprehensive list of tasks to be undertaken.

This job description may be varied from time to time in response to specific needs with in the school and at the direction of the Headteacher.