



ASTON UNIVERSITY ENGINEERING ACADEMY (AUEA)

Job Description

Job Title: Teaching assistant

Salary: Scale 2 Pt 12 £15,763= pro rata for TTO 37 hrs: Actual salary £13,846

Hours: 37 hours per week term time only

Accountable to: SENCO

Core Purpose:

You will have a responsibility to work under the guidance of the SENCO and teaching staff and within an agreed system of supervision, to implement agreed work programmes or enable access to learning with individuals/groups, in or out of the classroom. This could include support for pupils identified as having specific special educational needs and those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources.

Your work will enable these pupils access to an appropriate curriculum, enrich and enhance their learning experiences and contribute to personal, social physical and emotional development under the broad direction of the SENCO.

Key Responsibilities:

Responsibility for supporting raising the standards of all the students taught at AUEA:

- Under the direction of the SENCO and using detailed knowledge of SEN and advanced specialist skills:
- Complete in-class observations and assessments
- Help to develop individual and group learning programmes to respond to current and future needs
- Work independently to deliver, monitor and evaluate the success of educational plans for children at School Action and School Action Plus.
- Keep detailed notes on progress and concerns to be used as evidence for the review process and Statutory Assessment as appropriate
- To produce written reports, as directed, on individual children's progress to inform the SENCO
- Liaise with the SENCO regarding the progress and future needs of children with Special Educational Needs as part of the "Provision Mapping" process.
- Create a positive working relationship and environment conducive to effective learning for children with SEN
- Develop purposeful homework activities as part of the overall package of support
- 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.

- Support pupils consistently whilst recognising and responding to their individual needs. 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.
- Participating in appropriate meetings as necessary, within the Academy.
- Participating in training and other learning activities and performance development as required
- Assisting with the supervision of students out of lesson times, including before and after school and at lunchtimes
- Accompanying teaching staff and students on visits, trips and out of school activities as required
- Provide particular and skilled support to a range of pupils across the various Curriculum Areas within a designated caseload.

Responsibility for supporting the educational progress for all students at AUEA:

- Challenging and motivating students. Promoting and reinforcing self-esteem.
- Providing feedback to students in relation to progress and achievement in all areas of their curriculum.
- Supporting a culture and ethos of challenge and support, where all students can achieve success and become engaged in their own learning.
- Demonstrating and articulating high expectations.
- Establishing good relationships with students, acting as a role model and being aware of and responding appropriately to individual needs
- Promoting the inclusion and acceptance of all students
- Encouraging students to interact with others and engage in activities.
- Encouraging students to act independently as appropriate
- Promoting positive values, attitudes and good pupil conduct, dealing promptly with conflict and incidents in line with established policy, and encouraging students to take responsibility for their own conduct.
- Analysing and evaluating data/information from the outputs of intervention activity and producing reports as required.
- To keep up to date with current developments in education, and in particular SEN education.
- To work as a member of a team in the day to day organisation of the whole learning environment in the Academy to ensure that good practices are developed and maintained.
- To participate in all school activities and staff meetings as and when appropriate.
- To liaise with the classroom teacher during lessons to inform them on individual student and group progress within lessons
- To provide one to one and small group support for students in lessons under the guidance of the classroom teacher
- Supervise and support pupils ensuring their safety and access to learning
- Prepare the classroom as directed for lessons and clear afterwards and assist with the display of pupils work
- Be aware of pupil problems/progress/achievements and report to the teacher as agreed