

## Job Description

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**Job title:** Teaching Assistant  
**Reports to:** Inclusion Team  
**Location:** Leigh Academy Bexley

### Job purpose

- To provide support and intervention for struggling learners.
- To act as point of contact with parents and all relevant professionals ensuring the needs of students are met with continuity.
- To contribute to high standards of expectations and outcomes are met for all students, including Academic, Attendance, Safeguarding and Student Welfare.
- To act as Key Worker for named students and be accountable for their progress and development. To record, report and evaluate the impact of interventions and support given.
- To deliver interventions for learning, social and emotional needs

### Duties and Responsibility

- To work in accordance with the SEND Code of Practice, showing a clear Assess, Plan, Do, Review Cycle is carried out alongside a graduated approach to intervention.
- To support in classes and with groups and individuals as directed by the SENCO and in liaison with the Subject Teacher.
- To work under the direction of a Pastoral lead /SENDCO to prepare and deliver lessons/learning activities set by or with teachers and/or support pupils undertaking lessons, and record and report on development, progress and attainment.
- Working to establish a supportive relationship with the children and parents concerned in order to facilitate effective communication and partnership between school and home.
- Work with the Pastoral Team to ensure students are supported back into learning in classrooms after any incidents of truancy, disruptive behaviour or absence.
- Encouraging acceptance and inclusion of all children with special needs to support achievement and development.
- Promoting and reinforcing students' self-esteem and encourage the child to maximise their achievement and development.
- To work in a pattern that facilitates SEND support for students as directed by the SENDCO, including but not limited to, before school, break time/lunchtime, after school and some evenings as required when agreed in advance and taken as lieu time.
- Deliver relevant, evidence-based intervention programmes which have clear, measurable impact. This will include some requiring specialist knowledge of particular areas.
- To be accountable for maintaining up to date student records.
- Ensure that all relevant information in regard to meeting students' needs is kept up to date, disseminated, acted upon and regularly reviewed in conjunction with students, parents and professionals.
- Attendance at Parents' Evening, Annual Reviews and other Professional Meetings as required, when agreed as overtime under the terms of Associate Staff contract of employment.
- Alongside the SENDCo, support the research, review and dissemination of the latest resources and strategies for use in supporting students with SEND, ensuring all stakeholders are adequately

informed and equipped to embed best practice. This may include contributing to the delivery of CPD and to a range of staff for example in the sharing of 'best practice'.

- Undertake observations and assessments on pupils as required by the Pastoral lead/SENDCO

## General Duties

- Undertake any other duties in connection with the level of the post.
- Take into account all matters of the published aims and objectives of the school
- To carry out any other duties as may reasonably be requested by the SENDCO, Head Teacher and Senior Leadership Team
- Promote positive values, good learning attitudes and positive behaviour.

## Continuing Professional Development

- Regular attendance to departmental and line management meetings/CPD.
- In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with research and developments related to school efficiency, which may lead to improvements in the day to day running of the school.
- Undertake any necessary professional development
- Take professional ownership for remaining up to date with best practice and research into the most effective strategies to promote effective inclusion.

### To assist in developing the role of the Inclusion and Support Assistant by:

- Having regular line management meetings and appraisal with the SENDCO
- To participate in the development of processes and procedures as a result of monitoring and evaluating students
- Regular attendance at all INSET/CPD sessions for student facing staff.
- Undertaking further professional training as identified in the School and Trust Development Plans including up to date technical knowledge taking full advantage of any relevant training and development available.
- Taking professional ownership for remaining up to date with best practice and research into the most effective management strategies.

## Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

## Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.