

JOB DESCRIPTION

DESCRIPTION			
Post Title:	Teaching Assistant Special Needs	Post Available:	
Grade:	WA2.6-WA2.9	Location:	Farnham Heath End School
Hours:	29.75		
MAIN PURPOSE OF JOB			
➤ The exact make-up of the individual posts may vary slightly according to the skills and experience of the candidate, and the needs of the role. ➤ This role will work under the overall direction of the SENCO, to provide routine support to the teacher in the care of students and management of the classroom, but specifically addressing the needs of those students who require particular help to overcome barriers to learning. May assist in the delivery of work in the classroom or outside the main teaching area.			
POSITION IN ORGANISATION			
Name and position of immediate line manager:		Emma Cornall, SENCO	
MAIN ACCOUNTABILITIES			
Specific Responsibilities ➤ Run small group interventions such as Lexia, reading challenge, social skills, mentoring, handwriting etc. ➤ This will include the following, with support of the SENCO; identify students in need of intervention, agree intervention with parents, timetable sessions and inform staff and parents, monitor impact of intervention and report this to the SENCO and parents, order and maintain resources needed for the interventions.			

- Maintain successful communication between the learning support department and parents, the rest of the school and feeder schools.
- Support the transition of students from KS2 and into KS5.
- Support students in class that have a statement/EHCP or high need students.
- Support students that are entitled to exam concessions in internal and external exams.
- Be proactive in their own CPD.
- Any other duties as required.

ADDITIONAL DUTIES AND ACCOUNTABILITIES OF THIS POST

General Responsibilities

- To adhere to safety regulations.
- To participate in appropriate meetings with colleagues and parents as required.
- To participate in the School Performance Management Scheme.
- To adhere to and promote School policies on equal opportunities and race equality.
- To attend school based CPD activities proportionally to your working time.
- Focus on continuous improvements to systems and processes.
- Undertake other tasks that may be required by the school at any time.

Whilst every effort has been made to explain the main duties and accountabilities of the post, each individual task undertaken may not be identified.

The School will endeavour to make any necessary reasonable adjustments to the Job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment of any employee who develops a disabling condition.

This Job Description is current at the date shown but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the Job which are commensurate with the salary and Job Title.