



Job Description

Schools

Job Title: Teaching Assistant (standard) (SEN)	Grade/ Level:	Name
Directorate: Children Services	Job Family:	Date Prepared: November 2018

Role reports to (Job Title):
Head teacher/Senco/Senior TA
***Please attach an organisation chart showing where this job reports within the structure.**

Job Purpose:
To ensure all safeguarding policies and procedures are followed.
Under the direction of the Head, Teacher or Special Education Needs Co-ordinator, work as part of a team to promote the emotional, physical and educational development of pupils, including those with special needs and/or disabilities.
You should build good working relationships with teaching staff, other non-teaching staff, and professionals from outside agencies, pupils and parents and ensure confidentiality at all times.

Key Accountabilities:
Under the direction of the classroom teacher or designated supervisor:
Supporting the pupil

1. Participate in activities designed to meet the emotional, physical and learning needs of individual children and groups of children, including those with special needs and/or disabilities, adjusting activities and interpreting instructions as appropriate.
2. Contribute to the monitoring and delivery of Pupil Centred Plans (PCPs) and where necessary the objectives within Education, Health and Care Plans (EHCPs).
3. Monitor pupils' responses to learning activities and encourage them to take an interest in their own learning.
4. Develop and maintain effective relationships with individual pupils and groups to ensure that pupils achieve learning targets and develop their social skills and self esteem.

Supporting the teacher

5. Assist with the organisation of the learning environment and ensure adequate and appropriate supplies of learning materials and undertake tasks/activities suggested by outside agencies.
6. Take responsibility for maintaining accurate records on specific pupils in accordance with school policies and data protection.
7. Provide consistent and effective support for colleagues in line with the responsibilities of this role.

Supporting the curriculum

8. Assist in the planning, delivery and evaluation of learning activities for individuals, groups or the whole class, working with the teacher to ensure coverage of the curriculum, including ICT.
9. Help pupils to develop their literacy and numeracy skills including reading, writing, number and shape.

Supporting the school

10. Support the implementation of a behaviour management programme, helping to create a safe, stimulating and positive environment for all.
11. Provide a first aid role to pupils and staff.
12. Support the maintenance of pupil safety and security and minimise the risks from health emergencies, including supervision of children during break time on a rota basis.
13. Help produce review documents and attend meetings with other professionals.

Supporting the Teaching Assistant

14. Participate in regular performance reviews to ensure that any personal development needs are identified and met. Attend relevant inset training. Review and maintain your own professional practice through agreed development activities.

Other duties

15. In accordance with the provisions of the Health & Safety at Work Act 1974, to take reasonable care for the health and safety of yourself, colleagues and pupils who may be affected by your omissions at work, and to co-operate with the school so far as is necessary to enable the school to perform or comply with their duties under statutory health and safety provisions.
16. Undertake any other duties that can be accommodated within the grading level and nature of this post.

Supplementary Accountabilities:

Job Scope: Number and type of jobs managed:

Typical tasks supervised/allocated to others:

Job Scope:

Budget:

Assets:

Knowledge and Experience:

Minimum

Good general level of education to include Maths and English GCSE grade C or above, or further relevant experience in the absence of formal qualifications.

2 years experience of working in a classroom environment to support teachers.

DFES Induction Level 2 Course, or equivalent, e.g. previous LEA/ESA Training courses

Preferred

1 years experience directed by the teacher to deliver work with SEN pupils, or pupils needing "catch up" programmes

Already have one of the following

- CACHE Foundation
- CACHE Certificate
- Certificate in Learning Support (Open College)

- Or equivalent

Training

Have or are willing to obtain NVQ Level 2 (new award from September 2002)

Decision Making:

Working under the direction of the line manager/classroom teacher, some discretion to make minor decisions

Contribute to PCPs

Assist in planning, delivery and evaluation of learning activities.

Contacts and Relationships:

Headteacher

Governors

Education professionals

Parents

Staff

Pupils

Creativity and Innovation:

Accurate record keeping

PCPs

Classroom displays

Emotional Demands:

Responsible for individuals/groups of children, some will make emotional demands.

Job Specific Competencies:

In accordance with the provisions of the Data Protection Act 1998, jobholders should take reasonable care to ensure that personal data is not disclosed outside Council procedures, or use personal data held on others for their own purposes. In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the Council's written procedures.

Employee Signature:

Print Name:

Date

Line Manager's Signature

Print Name:

Date: