Post Description – Teaching Assistant

Post Title:	Teaching Assistant 2	Post Holder	
Learning Community:	SENDCO	Reporting to:	SENDCO/HuB Lead Teacher
Liaising with:	SENDCO; Behaviour & Attendance; Welfare & Safeguarding; Teaching and Support Staff	Line Managing:	Not Applicable
Post Type:	Permanent / 38 weeks plus inset week	Salary/Grade:	TA2

Safer Recruitment Statement

We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. This post requires Enhanced Disclosure (DBS).

Every member of staff is required to:

▪ Work towards and promote the vision of the school
▪ Support and contribute to the achievement of the School Improvement Plan
▪ Support and contribute to the schools responsibility for safeguarding students
▪ Undertake professional development activities to enhance personal development and post-performance
▪ To maintain high personal professional standards of attendance, punctuality, appearance, conduct and positive relations with students, parents and staff
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Role and Responsibilities:

A. In contributing to the SEND team:

- **Professional Behaviours** Demonstrate professional behaviours appropriate to your role. This includes sustained support and promotion of the learning organisation's philosophy, culture, ethos and climate for learning, demonstrating both integrity and corporate responsibility within and beyond the learning organisation in relation to policies and decisions.
- **Policy** Contribute to the development of the policies within the SEND team.

B. In supporting learning you should:

- **Climate for learning** Ensure that policies in relation to effective learning are successfully implemented to ensure a secure effective learning environment is maintained.
- **Standards** Lead by example in setting and maintaining high standards, expectations and aspirations for students ensuring that they are treated with dignity and respect, that they receive appropriate guidance, support and recognition.
- **Supporting Behaviour for Learning** Ensure students show effective Behaviours for Learning.

C. Professional Standards

- To be professional, friendly and respectful towards all colleagues, and to address any concerns through proper channels
- To be professional, friendly, fair and firm with students, demonstrating the sort of politeness and respectfulness that we wish them to emulate
- To be friendly, helpful and welcoming to parents and members of the wider community visiting or making contact with the learning organisation
- To provide a good role model for students
- To develop a relationship with students which is professional, firm, fair, caring and friendly, and based upon mutual respect
- Using the Behaviour for Learning Policy, to deal with student behaviour in a manner which is appropriate to the context
- To deal with students in a manner which conveys mutual respect
- Not to behave towards students in a manner which is aggressive, intimidating, or demeaning in any way

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D. Accountability

In the first instance you are accountable to the SENDCO for the above role and for any additional specified responsibilities.

Specific Responsibilities:

- **General**
- To build a professional rapport with students.
- To support the implementation of the provision planned for students.

- **Teaching and Learning**
- Assist in the educational and social development of students under the direction and guidance of the SEND team, Behaviour & Attendance, Welfare & Safeguarding and class teachers.
- Assist in the support and development of students with special educational needs
- Assist with the provision of personal care needed for students with specialised care needs (including toileting and medical care needs). Full training will be provided.
- Support the teaching of students within the classroom.
- Assist in the implementation of Pupil Passports for students and help monitor their progress.
- Develop and deliver interventions to meet the specific needs of SEND students
- Communicate all implemented and suggested strategies with staff
- Continuous assessments of student progress to measure the impact of delivered interventions
- Provide support for students inside and outside the classroom to enable them to fully participate in activities.
- Teach small groups of students under the direction of the SEND team.
- Provide frequent positive feedback and constructive appraisal of their performance to students as appropriate.
- Act as Key Worker for specific students
- Liaise with parents/carers (which may include attending Parents Evening and Open Evening etc).
- Liaise with outside agencies when necessary.

- **Administrative Duties**
- Contribute to planning of Pupil Passports and collation of documentation for student reviews.
- Keep records of lesson attendance, Pupil passport targets on daily basis and share as needed with all staff via Arbor.

General points:

- The learning organisation will endeavour to make any necessary reasonable adjustments to the post and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition.
- This post description is current at the date shown below, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the post which are commensurate with the salary and post title.
- This post description allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out and no part of it shall be construed.
- The conditions of appointment are in accordance with the National Joint Council's Conditions for Administrative, Professional, Clerical and Technical Staffs, as amended by the Supplemental Conditions of the Borough of Trafford for salaried staff.

Postholder:		Date:	
Headteacher:		Date:	
Last updated:		Dec 2022	