



Job Description

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| Post Title: | Teaching Assistant |
| Job Grade: | H3 30 hours per week Term time plus one week 8.30-3.15 (unpaid lunch break) |
| Responsible to: | AHT SENDCO |
| Job Purpose: | To support students with special educational needs and enable them to access to the wider curriculum and achieve their potential. |

Teaching Assistant

Working as part of a Year Team, you will support the attainment and wellbeing of students with a range of learning and communication needs in and out of the classroom. This role will require you to:

- Use a range of strategies to support students' access to the mainstream curriculum
- Invigilate and provide Access Arrangements for internal and public exams, including scribing and reading.
- Continually develop your existing knowledge of all areas of SEND, and share learning with colleagues
- Observe, monitor and report on student progress in lessons
- Deliver 1:1 and small group programmes of support as part of the Inclusion intervention offer:
 - Subject vocabulary
 - Literacy
 - Numeracy
 - Functional communication skills
 - Emotional literacy and Resilience
- Reflect and respond sensitively and flexibly to pupil emotional and educational issues
- Apply the school's Behaviour Policy in and out of lessons
- Liaise with
 - teaching and support staff across the school
 - parents and carers
 - outside agencies (Advisory teachers, Speech & Language Therapists, Educational Psychologists)
- Demonstrate excellent organisation and record keeping, and contribute to:
 - SEND documentation including: the SEND register, EHCPs, SEND profiles and intervention logs
 - Parent meetings and SEND Reviews

- Transition arrangements for students starting and leaving the school
- Mentor and nurture the emotionally vulnerable students in your care
- Support students' access to trips and visits
- First Aid Training – act as a First Aider on a shift rota

Please note that Longdean School operates a no smoking policy