



# LODE HEATH SCHOOL

Arden Multi Academy Trust



## JOB DESCRIPTION

<b>Post Title:</b>	Teaching Assistant	<b>Salary Grade:</b>	C
<b>Location:</b>	Lode Heath School	<b>Salary Range:</b>	8-14
<b>Department:</b>	SEN	<b>Weeks:</b>	39 per year
<b>Responsible to:</b>	Assistant Headteacher: SEND & Inclusion Headteacher Governors	<b>Hours:</b>	37 per week (8am – 4pm: Mon to Thurs / 8am – 3.30pm: Fri)

### JOB PURPOSE

To work under the guidance of the Assistant Headteacher: Inclusion & SEND and Director of Learning Support to:

- support children with Special Educational Needs within the School
- in supporting our vulnerable students (SEND) through mentoring & support.
- administer of the Code of Practice and the department generally.

### WORK PERFORMED

#### Supporting students:

- To be responsible for and supporting named students with EHC Plans in classrooms
- Support students through intervention strategies & communicating with them and their parents/ carers
- To be aware of the specific needs of the students, and how to meet them
- To aid the effective learning and progress of children by:
  - Clarifying and simplifying instructions
  - Ensuring students are able to use the materials provided and amending them if necessary
  - Motivating and encouraging students
  - Assisting in areas of weakness such as handwriting, reading, spelling
  - Helping students to complete homework and classwork
  - Encouraging the students to develop independent learning habits
- Liaising with teachers/ SENCO to devise & deliver suitable alternative learning activities/ interventions
- Keep families informed of the child's needs and progress and secure positive family support and involvement
- Provide information and advice to students to help them make choices about their own learning/ behaviour
- Assist students with transition periods in order to overcome barriers

#### Supporting Teachers:

- To work with teaching colleagues to:
- Review schemes of work
- Differentiate work for all ranges of abilities and prepare appropriate resources
- Plan and negotiate with staff to remove barriers and address any difficulties experienced by children with Special Educational Needs
- To support the ongoing improvement of students' learning experience

- To assist the teacher with learning activities generally in the classroom

### **Supporting the SENCO & Director of Learning Support:**

- Take part in the Quality Assurance process such as gather feedback from stakeholders & participate in reviews
- Monitoring student resources
- Keeping records of student progress and work undertaken
- Administer baseline testing
- Help to update the SEN register
- Contribute to the collection of information for reviews of student progress
- Communicating with parents/ carers and other professionals as appropriate

### **Other**

- Maintain information and collate impact evidence to provide an overview for monitoring and evaluation purposes as required
- Complete the administrative duties relevant
- Attend relevant in-service training, meetings, briefings as required
- Undertake other duties, as required, as appropriate to the grade of the post.

### **PEOPLE RESPONSIBILITIES**

N/A

### **SAFEGUARDING RESPONSIBILITIES**

The post holder is responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults she/he is responsible for or comes into contact with all staff.

### **FINANCIAL RESPONSIBILITIES**

N/A

### **BUILDINGS AND EQUIPMENT RESPONSIBILITIES**

To ensure safe and proper use of equipment.

### **TRAINING AND DEVELOPMENT**

The School is committed to personal and organisational development of the individual. The post holder will be encouraged to contribute to identify and meet job related development needs.

### **SPECIAL CONDITIONS OF EMPLOYMENT**

- The School operates a 'Non Smoking' policy. As such, the post holder is required to refrain from smoking in any School workplace.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.
- Support the School's implementation of all other current statutory requirements, e.g. Disability Discrimination Act, Access to Work, Equal Opportunities, Child Protection etc.

**GDPR & DATA PROTECTION** As an employee of the School, the post holder is expected to comply with the provisions of the Data Protection Act (GDPR) 2018. As part of your application to join us, we will gather and use information relating to you. For further details and the recruitment privacy notice please visit [www.lodeheathschool.co.uk/gdpr](http://www.lodeheathschool.co.uk/gdpr).

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties. Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

**Job description reviewed by: L Suddon**

**Date: May 2023**