# **CHENEY SCHOOL - JOB DESCRIPTION**

Job Title	Teaching Assistant	Working days	Term-time + 1 Day
Reporting to	Learning Support Manager	Grade	4

## **Principal Responsibilities**

# A. Supporting students and their families

- 1. to develop a good understanding of the special educational needs of the students to whom the TA is attached.
- 2. to encourage the integration of students with special educational needs into the mainstream environment.
- 3. to assist students' learning, in liaison with the class teacher, by explaining, interpreting and adapting work, by reading and note-taking, by motivating and encouraging them and by helping with physical needs, as appropriate.
- 4. to support children in their learning with managing and delivering individual/small group work, under the guidance of curriculum and SEN staff.
- 5. to establish supportive relationships with students, whilst developing their self-esteem.
- 6. to be involved in the review of students' progress in the context of their individual education plans.
- 7. to support students with any emotional and/or behavioural problems.
- 8. to link with pastoral teams within school, families/guardians, and with professional outside agencies, as appropriate
- 9. to attend meetings with parents and teachers, as necessary.
- 10. to advise of further/new special needs that might need intervention.

### B. Supporting teaching staff

- 1. to assist class teachers with the development of suitable differentiated programmes of support, including the implementation of Pupil Profile, and the production of suitable materials for students with special educational needs.
- 2. to work with individual students or with small groups as required by class teachers.
- 3. to evaluate students' progress, to maintain records and to provide reports as required, to update Pupil Profile, whilst being aware of, and adhering to, the school's policies with regard to confidentiality.
- 4. to assist in the maintenance of the school's behaviour policy.
- 5. to develop links between SEN and curriculum departments.

#### C. General

- 1. to attend meetings and In-Service Training sessions as required by the Head of Department.
- 2. to participate in a personal staff development/appraisal process in accordance with school policy.
- 3. to be familiar with and to adhere to relevant parts of the school's Health & Safety policy
- 4. to undertake such other duties as may be required from time to time.