

# Job Description

<b>Job Title:</b>	Teaching Assistant
<b>Responsible to:</b>	SENCo
<b>Hours:</b>	25 hours per week, term time only
<b>Grade:</b>	H2
<b>Date:</b>	March 2016

This job description is not necessarily a comprehensive definition of the post. It may be modified by the Headteacher, with your agreement to reflect changes which are commensurate with the salary, the role title and the school development plan.

This job description will be reviewed every two years or sooner if required.

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## Job Purpose

To perform the role of TA, providing support to students as directed by the SENCo.

## Personal and Professional Standards

- To support the aims of the school
- To be a role model in terms of professional dress and appearance, punctuality and attendance
- To use the performance appraisal process for support staff to take responsibility for own personal and professional development
- To share the school's commitment to safeguarding and promoting the welfare of children and young people
- To be aware of and comply with all relevant policies and procedures within the school
- To participate in training and other learning activities commensurate with the post
- To attend and participate in meetings as required

## Main Responsibilities

### Supporting a student or group of students

- To assist a student or group of students to access all areas of the curriculum as effectively as possible
- To provide support and challenge to enable learning within group and individual learning situations
- To establish a positive working relationship with students
- To act as a skilled supporter to enable effective learning
- To assist students learning by preparing materials in advance and modifying where necessary
- To encourage inclusion and acceptance of all students and their individual needs
- To provide praise and promote the development of a student's self esteem
- To facilitate and actively encourage independent communication with other students
- To encourage the development of independence and self-reliance

### Supporting the Teacher

- To support the teaching staff and other professionals in the development of a suitable learning programme
- To assist with the planning of learning activities
- To work together with teaching staff and/or other professionals to contribute to a system for recording progress
- To contribute to the maintenance of the students' progress records in accordance with the SEN Code of Practice
- To perform the role of invigilator during exam periods as required

## **Supporting the School**

- To liaise with and consult with teaching staff and other professionals supporting the students
- To attend relevant in-service training
- To be aware of school policies
- To cover colleagues as required
- To accompany teaching staff and students on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher
- To carry out any other task as requested by the line manager or Headteacher

## **Person Specification**

### **Personal Characteristics**

- Excellent interpersonal skills with adults and students
- Desire to make a difference in the life of the students in our school community
- Flexible, highly organised and able to multi-task and prioritise work to meet deadlines
- Helpful, approachable with positive nature
- Able to stay calm and diplomatic under pressure
- Able to take ownership of tasks and work with minimal supervision
- Have exacting standards and a keen eye for detail
- Willing to learn and develop own skills
- Able to exercise sound judgement, especially relating to confidentiality and discretion

### **Specific Skills**

- Excellent administrative and organisational skills
- Excellent written and oral skills
- Excellent Microsoft Office skills
- Willing and able to learn and operate new IT systems and databases as appropriate
- Able to prioritise and meet deadlines

### **Other**

- Commitment to equality of opportunity and the safeguarding and welfare of all students
- This post is subject to an enhanced Disclosure and Barring Service check