JOB DESCRIPTION

**Title: TEACHING ASSISTANT**

**Grade: Scale 2**

**Department: Learning Support**

**Reports to: SENCo Assistant / Teaching Assistant Team Leader**

**MAIN PURPOSE OF THE JOB:**

The Teaching Assistant will be a member of a multi-disciplinary team, under the supervision of the Teaching Assistant Team Leader and leadership of the SENCO Assistant. The post holder will support pupils with a wide range of Special Educational Needs in a mainstream school.

**SUMMARY OF RESPONSIBILITIES & DUTIES:**

**SUPPORT FOR PUPILS**

* Supervise and provide particular support for pupils, ensuring their safety and access to learning activities.
* Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
* Promote the inclusion and acceptance of all pupils.
* Encourage pupils to interact with others and engage in activities led by the teacher.
* Encourage pupils to act independently as appropriate and help promote self-esteem.
* Provide feedback to pupils in relation to progress and achievement.
* Assist with the development and implementation of individual Education/Behaviour/Support/Mentoring plans

**SUPPORT FOR THE TEACHER/DEPARTMENT**

* Be aware of pupil problems/progress/achievements and report to the Learning Support Manager and SEN Team Leaders.
* Undertake pupil record keeping as required.
* Use strategies, as agreed by the Learning Support Department, to support pupils to achieve their long term outcomes.
* Support teachers in managing pupil behaviour in the classroom and be confident in applying the school behaviour policy.
* Gather/report information to/from parents/carers as directed.
* Administer routine tests and invigilate exams as required.
* Provide clerical/administrative support eg. photo-copying, typing, filing, etc.

**SUPPORT FOR THE CURRICULUM**

* Support pupils to understand and access learning and differentiate work as appropriate.
* Support pupils in undertaking literacy and numeracy tasks as directed by a teacher or during small group/individual sessions.
* Supporting pupils in using basic ICT as directed.
* Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.

**SUPPORT FOR THE SCHOOL**

* Be aware of and comply with policies and procedures relating to safeguarding children, health, safety and security and data protection, reporting all concerns to an appropriate person.
* Be aware of confidential issues linked to home/pupil/teacher/school/work and to keep confidences as appropriate.
* Be aware of and support diversity and ensure all pupils have equal access to opportunities to learn and develop.
* Contribute to the overall ethos/work/aims of the school.
* Appreciate and support the role of other professionals.
* Prepare report for Annual Review and attend relevant meetings as required.
* Participate in training and other learning activities and performance development as required.
* Assist with the supervision of pupils out of lesson times, including before and after school when required.
* Accompany teaching staff and pupils on visits, trips and out of school activities as required