

## **JOB DESCRIPTION**

**Job Title:** Teaching Assistant

**Hours:** 25 per week

**Scale:** Grade C

**Responsible to:** Inclusion Manager

**Important Functional Internal Relationships:**

Headteacher, teaching and support staff, Site team, pupils

**Important External Relationships:**

LA officers, external agencies, parents

**Main Purpose of Job:**

To help pupils with special educational needs access the curriculum and promote an inclusive approach.

**Main Responsibilities / Duties of the Job:**

1. To help with the care and support of pupils with:
  - Cognition and Learning Difficulties;
  - Communication and Interaction Difficulties;
  - Sensory or Physical Impairment;
  - Behavioural, Emotional and Social Development Needs;
  - Who are on the SEN Register at School Action, School Action Plus or who have a Statement of SEN.
2. To be familiar with the needs of individual pupils and strategies to employ in order to help pupils make progress.
3. To provide support for an individual or a group of pupils which enables them to tackle tasks and become more independent learners.
4. Contribute to the management of pupil behaviour by keeping individual pupils on task and dealing with individual welfare issues in the classroom in order to minimise distraction to the whole class.
5. To keep records on the pupils' progress in order to be fed back at regular meetings with all inclusion department staff.
6. To offer feedback on pupils' learning to the teacher as appropriate so that he/she can adjust the challenge or pace of learning in later lessons.
7. To assist in the preparation of classroom resources under the guidance of the Inclusion Manager.
8. To promote pupils' social and emotional development by offering guidance and support.
9. To build effective working relationships with teaching staff.
10. To contribute to liaison with parents/external agencies as appropriate.
11. To review and develop your own professional practice in liaison with the Inclusion Manager.
12. Assist in the movement and personal care of students with physical impairments, as necessary.
13. To take small groups of students focusing on raising Literacy and Numeracy standards in KS3..

*'This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.'*