Role: Teaching Assistant

Responsible to: Assistant Headteacher

Based at: Elizabeth Woodville School, North / South

Hours: 27.5 hours per week, 39 weeks per year;

Grade: Grade F, points 6 to 7

**Job Context**

To support pupils who have a variety of special education needs, including both learning and behavioural difficulties. This support will mainly be provided in full classes and may involve the withdrawal of pupils to follow specific learning programmes.

**Key Responsibilities**

1. To provide educational support for pupils on the Special Needs Register to enable them to access the curriculum.
2. To help SEN pupils to develop independent learning skills.
3. To assist class teachers in the preparation of differentiated teaching materials.
4. Support students with emotional or behavioural problems and help develop their social skills.
5. To monitor and record pupil progress.
6. To assist in the preparation of reports for reviews of pupil progress.
7. To attend review meetings as requested.
8. To attend appropriate departmental meetings, training courses etc
9. Work with other professionals, such as speech therapists and occupational therapists, as necessary.

**OTHER DUTIES**

You are required to carry out the duties as set out in the Job Description and any other duties as reasonably required by the Principal and consistent with the overall level, nature and grading of the post.

Tove Learning Trust expects its employees to work flexibly within the framework of the job description. This means the post holder may be expected to carry out work that is not specified in the job description but which is within the remit of the role, duties and responsibilities.

Tove Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff & visitors to share this commitment.