



JOB DESCRIPTION

Post: Teaching Assistant Level 4
Responsible to: Associate Assistant Principal (SEND)
Salary: GAET Band 6 (SCP 15-19)

JOB PURPOSE

To support the Associate Assistant Principal (SEND) in managing and developing the Additional Resourced Provision (ARP) and SEND Provision, including the line management of other Teaching Assistants.

To work collaboratively with teaching staff and other members of SEND team to support the education, personal and social development of students, including those with special needs, both inside and outside of the classroom, taking responsibility for agreed learning activities.

TEACHING ASSISTANT RESPONSIBILITIES

- Under the direction of the teacher / SENCO implement structured learning activities and assist individual / small groups of learners to complete tasks, including those with special needs, both within the classroom and in open learning areas
- To lead, plan and prepare curriculum delivery and intervention to individual students, small groups and full classes supported by the relevant Curriculum Leader.
- Use learning strategies, in liaison with the teacher, to support learners to achieve goals
- Develop positive relationships with learners to assist learner progress and attainment
- Assist in the setting of learners' individual targets and their monitoring and review
- Provide feedback to learners about their progress under the direction of the teacher, and provide regular feedback to the teacher on learner progress and development
- Assist in production of teaching aids and assist with the display of learner work
- Undertake routine classroom administrative tasks
- Assist in learner supervision and in the management of learner behaviour
- Provide information to the teacher to assist in the planning of work programmes and learning activities
- Administer routine tests and assist in the invigilation of exams
- Monitor and record learner progress
- Assist in monitoring the personal, social and emotional needs of pupils
- Provide clerical and administrative support e.g. filing, photocopying, typing
- To work alongside the teacher in form time, but not supervising in the absence of the form tutor
- Attend trips and visits as required and work with a group under the supervision of the teacher
- Assist in providing an atmosphere in which effective learning can take place
- Support the use of ICT in learning activities
- Undertake structured and agreed learning programmes adjusting activities according to learner responses
- Prepare, maintain and use equipment and resources to meet the lesson plans and support learners in their use

SEND LEADERSHIP RESPONSIBILITIES

- Exercise a key role in assisting the Associate Assistant Principal (SEND) with the strategic development of SEND policy/provision.
- Support all staff in understanding their roles in accordance with the Code of Practice (2015).
- Assistant in the oversight of the Academies support for students with SEND, ensuring that systems are co-ordinated, evaluated and regularly reviewed.

- Liaise with staff, parents, external agencies and other schools to co-ordinate their contribution, provide maximum support to ensure continuity of provision.
- Be part of the SEND Leadership Team in ensuring statutory requirements are met with the school's designated SENDCo.
- Support in leading on quality first teaching for all students and sharing best practice to promote aspects of inclusive learning.
- Provide professional guidance to staff to ensure good teaching for SEND students, through general and specific training and support, and working with the relevant Senior Leaders.
- Work with students, curriculum leaders, teachers and pastoral staff to ensure realistic expectations of behaviour and achievement is set for SEND students.
- Support developments and initiatives to improve standards in literacy and numeracy as well as access to the wider curriculum.
- Develop a holistic approach to meeting supporting students and providing adaptations for students with SEND, enabling students to make good progress by working with senior leaders, teachers, pastoral and support staff, families and external agencies.
- To support the Associate Assistant Principal (SENDCo) with the management of the Additional Resourced Provision (ARP).

LINE MANAGEMENT RESPONSIBILITIES

To take line management responsibility for allocated teaching assistants. This will include the following responsibilities:

- Conduct performance reviews and appraisals in accordance with Academy policy
- Manage a caseload of staff, taking responsibility for attendance management and performance management of this team
- Participate in the recruitment and selection of new staff to the team
- Hold regular line management meetings.

OTHER DUTIES AND RESPONSIBILITIES (Generic to all posts)

- To promote the Academy as an inclusive institution which celebrates diversity and engages all learners and staff.
- Be aware of and comply with policies and procedures relating to child protection reporting all concerns to an appropriate person. Safeguarding is the responsibility of all staff, volunteers, governors and contractors.
- To support the ethos of the Academy
- To comply with all relevant Academy policies and procedures, including those relating to Health and Safety
- To actively participate in relevant Academy processes including appraisal
- To undertake relevant CPD as agreed with line manager and to attend relevant meetings
- To support the Academy links with the community

This post is subject to the enhanced level of Disclosure

This job description sets out the main duties and responsibilities of the post and each individual task may not be identified. The post holder will be expected to undertake such other duties as reasonably correspond with the general character of the post and are commensurate with its level of responsibility.

The job description may, in consultation with the post holder, be changed to reflect changes to the post.