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| **Job title:** | Teaching Assistant |
| **Salary and Grade:** | Grade 4 (Points 18-21) Full time during term time plus required time in the holidays |
| **Hours:** | 08.30 – 16.00 (32.5 hours a week) |
| **Line Managers:** | SENCO |
| **Supervisory Responsibility** | None |

**Main purposes of the job:**

To support students with Special Educational needs and Disabilities in their learning in class

**Main responsibilities and tasks:**

**In relation to the student**

* To develop an understanding of the special educational needs of the student/s concerned
* To know the targets and strategies for the student as determined by the provision map/Individual Support Plan/Student Information Sheet
* To take account of the student/s special needs and ensure their access to the lesson and its content through appropriate clarification, explanations, equipment and materials/resources
* To build and maintain successful relationships with student/s, treat them consistently with respect and consideration
* To help promote independent learning
* To help reinforce learning
* To help students engage in the lesson, to keep them on task and to build their motivation
* To keep a record of the Learning Objectives and Homework task for each lesson
* To help students record work/homework in their organiser
* To assist students with physical needs
* To undertake short term 1:1 work with students including preparing and delivering interventions within the support of a lead teacher
* To support student/s during tutor time by aiding their organisation
* To contribute to target setting for the provision map/Individual Support Plan.

**In relation to the teacher**

* To have formal and informal meetings with teachers to contribute to planning lessons/activities
* To work on differentiated activities with identified groups
* To support the teacher in implementing specific teaching programmes
* To supervise practical tasks to individuals and groups
* To monitor, record and feedback student/s progress to the teacher

**In relation to the department**

* To attend departmental meeting and other specified meetings in support of the department such as Inclusion meetings, Curriculum meetings. This will include preparing relevant information and presenting it at annual reviews and provision map/Individual Support Plan meetings as appropriate and at the SENCOs discretion. To attend other meetings as directed by the SENCO
* To supervise and support student/s for at least 1 lunchtime a week (this will be timetabled into the 32.5 hours a week with break and lunch being taken at an alternative time)
* To attend relevant after school clubs (within total contracted hours)
* To attend staff briefing unless allocated to supervise the department
* To deliver access arrangements during the Exam and Assessment periods as directed by the SENCO
* To support students welfare and well-being as directed by the SENCO
* To deliver numeracy and literacy catch up programmes
* To use ICT effectively
* To take part in the annual audit of resources in the department
* To complete other tasks as directed by the SENCO

**In relation to the school**

* To work as part of a team in relation to individual students, liaising, advising and consulting where appropriate
* To support implementation of school policies and procedures, including those relating to confidentiality and behaviour
* To identify personal training needs and to attend appropriate internal and external training
* To attend school trips as required (within total contracted hours)

**Supervision arrangements:**

* Annual professional review with SENCO
* Observation of classroom support work by SENCO or named SEN teacher

Undertake these duties within agreed departmental and school objectives, policies and procedures and promote the School’s Equal Opportunities Policy

Whilst carrying out duties to ensure confidentiality is adhered to at all times, and ensure that procedures and guidelines are followed in line with data protection of all information and data that you are exposed to

Following the appointment some minor negotiation of roles and responsibilities may be possible in order to take account of particular strengths and experience. Any changes to the job description following these discussions will be at the Headteacher’s discretion.

**Please Note:**

i) The post holder may be required to perform any other reasonable tasks after consultation.

ii) This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

iii) This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.

SENCO (Head of Learner Support) September 2011