**Job description**

**The Grammar School at Leeds**

**Job title:** Individual Needs Teaching Assistant

**Responsible to**: The Head of Individual Needs

**Grade:** GS3 point 18, £20,541 fte (actual salary payable £16,895 per annum)

**Hours:** 37.5 hours per week

**Main purpose of job:** To support teaching, learning, pastoral and physical needs both in and out of the classroom for students with individual needs and disabilities.

**Main responsibilities:**

* To support students with individual needs and disabilities as required.
* To provide personal care to students with physical disabilities, including supporting them with toileting, personal care and the delivery of a programme of physical exercises.
* To work with students individually, in groups and in class.
* To plan and deliver lessons based on agreed targets and schemes of work, and to record progress and achievement.
* To have a working knowledge of effective strategies for supporting students with IN and to be confident in sharing this information with teachers.
* To use a problem-solving approach to respond to individual needs.
* To support students in developing independent learning skills, including organisation, and to support the development of literacy skills in all lessons.
* To support students in the use of assistive technology in order to access learning in the classroom.
* To assist in the preparation of resources for the delivery of IN provision.
* To provide feedback to teachers and to carry out work scrutiny to ensure knowledge is being transferred back into the classroom.
* To analyse school data to support the identification of IN students.
* To provide support for students with individual needs and disabilities in order for them to access assessments and exams.
* To support the effective transition of students between parts of the school and of new students entering the school.
* To establish good working relationships with parents, staff and outside agencies and to communicate with them effectively.
* To establish good working relationships with students and have high expectations of progress and behaviour.
* To take a share in the general responsibilities and administration involved in the running of the IN department.
* To engage positively with the Performance Management cycle, and to attend meetings and CPD as appropriate.
* To play an active and full part in school activities and contribute to the overall success of the school.

**General:**

* Any other assistance as may be reasonably required from time to time by the Principal or other senior manager in order to facilitate the efficient running of the school.
* This job description does not define in detail all responsibilities and the responsibilities and activities in the job description may be varied to meet the changing demands of the school at the reasonable direction of the Principal.
* All staff employed by The Grammar School at Leeds are expected to take responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible or with whom they come into contact.
* All staff should be aware of the school’s health and safety policy and implement it as appropriate.