

Title of Post	Job Description - Level 3 Teaching Assistant (TA)
Salary Scale/Range	Point 18-21, actual salary £16,642 based on a FTE £19,544 - 32.5 hr/week term time + 5 training days
Responsible to	Director of SEND/Vice Principal with responsibility for SEND/SENDCo
Core Purpose	<ul style="list-style-type: none"> To support students with Special Educational Needs and disabilities. To contribute to the development of the SEND Department.
Specific Responsibilities	<ul style="list-style-type: none"> To develop an understanding of the needs of the students in order to support them effectively To provide support for identified students in class. To promote and support the development of SEND student's self-reliance, self-esteem and emotional resilience To provide support for students at unstructured times to aid social interaction and the development of social skills To promote positive behaviour and relationships, using effective strategies in a timely manner in accordance with school policy To act as a keyworker to ensure a smooth transition and management of the secondary school routine and support specific areas of need for individual students To be an initial point of contact for parent/carers To contribute to implementing strategies and recommendations from external agencies To work in partnership with subject teachers, and to be committed to understanding and differentiating curriculum content and methods of assessment To plan and deliver interventions. An ability to support students with dyslexia or a specific area of need would be desirable To provide relevant feedback to subject teachers, tutor or Head of Year To liaise with the SENDCo on a regular basis To attend team meetings To fully engage with training opportunities and to apply learning to improving practise To devise and distribute information for teachers and parent/carers To maintain records as required To contribute to termly and annual reviews for SEND pupils
General Responsibilities	<ul style="list-style-type: none"> To establish and maintain effective relationships and communication with staff, parents & students To uphold the high standards of the Academy in all communications To play a full part in the life of the Academy community, supporting its mission & ethos To adhere to the Academy's policies To engage actively in the staff review, performance management and development process To undertake professional development Other such duties as shall be required by The Principal in accordance with responsibility.
	<p>The duties outlined in this job description may be modified by SLT, to reflect or anticipate changes in the job, commensurate with the salary and job title</p> <p>This document does not form part of your contract of employment with the school</p>
<p><i>ACES Academies Trust is committed to promoting and safeguarding the welfare of all students and expects all staff and volunteers to share this commitment</i></p>	