

**JOB DESCRIPTION**

**Role**: Teaching Assistant 2

**Grade**: Local Government Services (NJC) Scale points 5-6

**Terms/Hours:** Permanent, term time only 32.5 hours per week.

**Reporting to**: Head of Department / SENDCO

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Main purpose and object of the role:**

To work under the instruction/guidance of the Head of Department - SENDCo to undertake work, care and support programmes, to enable full access to learning for all students.  To assist the teacher in the management of students and the classroom where work may be carried out in or outside the main teaching area. To be an advocate for key students who the Teaching Assistant is key Worker to.

**Key Responsibilities:**

**Support for Students:**

* Safeguarding of children and young people.
* Supervise and provide support for students with a Special Educational Need and/or Disability within the 4 broad areas of need (Code of Practice 2015), ensuring their safety and access to learning activities and the school environment
* Support and assist with the development and implementation of Action Plans, One Page Profiles and Personal Care programmes for individuals.
* Establish constructive relationships with students and interact with them according to individual needs
* Promote the inclusion and acceptance of all students
* Encourage students to interact with others and engage in activities led by the teacher
* Set challenging and demanding expectations and promote self-esteem and independence
* Provide feedback to students in relation to progress and achievement under guidance of the teacher

**Support for the Teacher**

* Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans
* Use strategies, in liaison with the teacher, to support students to achieve learning goals
* Assist with the planning and adaptations of learning activities
* Monitor students’ responses to learning activities and accurately record achievement/progress as directed
* Provide detailed and regular feedback to teachers on students’ achievement, progress, problems etc.
* Promote good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour
* Establish constructive relationships with parents/carers and external agencies involved
* Provide clerical / Admin support with the administration and invigilation of tests and exams
* Working under the guidance of SENDco, liaise with teaching staff to collate, implement and review student’s individual targets and maintain action plans

**Support for the Curriculum**

* Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to student responses
* Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, KS3, early years, recording achievement and progress and feeding back to the teacher
* Support the use of ICT in learning activities and develop students’ competence and independence in its use
* Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist students in their use

**Support for the School**

* Be aware of and comply with the policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
* Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
* Contribute to the overall ethos/work/aims of the school
* Appreciate and support the role of other professionals
* Attend and participate in relevant meetings as required, within normal contractual hours
* Participate in training and other learning activities and performance development as required
* Assist with the supervision of students out of lesson times, including before and after school and at lunchtime
* Accompany teaching staff and students on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher

To carry out any additional duties as reasonably requested by Headteacher

**Knowledge Skills and Experience:**

* An empathetic understanding and commitment to the personal needs of students with Special Educational Needs and/or Disabilities
* Effective use of ICT to support learning
* Use of other equipment technology – video, photocopier etc
* Basic understanding of child development and learning
* Ability to self-evaluate learning needs and actively seek learning opportunities
* Ability to relate well to children and adults
* Ability to manage difficult behaviours with a composed and assertive manner
* Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these
* Working with or caring for children of relevant age is desirable, but not essential as training will be given to the right candidate

**Qualifications:**

* Good level of numeracy & literacy skills to GCSE or equivalent and competent ICT skills

This is a description of the job as it is at present, it is the practice of this school periodically to examine employees’ job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed.

This procedure is jointly conducted by each manager in consultation with those working directly to him or her.  You will therefore be expected to participate fully in such discussions. It is the school’s aim to reach agreement to reasonable changes, but if agreement is not possible management reserves the right to insist on changes in your job description after consultation with you.

All posts at the school are subject to a 6 month probationary period.  Confirmation of the position is subject to satisfactory completion of this period.