

## Job Description

<b>Post Title:</b>	<b>Teaching Assistant</b>
<b>Salary:</b>	<b>Band C</b>
<b>Line Manager:</b>	<b>SENDCo</b>

Under the general direction of the Associate Headteacher, Deputy Headteacher and Line Manager the post-holder has the following main duties and responsibilities. This is not intended to be a complete and exhaustive list of all duties and responsibilities attached to the post. It is a description of the role and nature of the job.

### Overall Responsibility

To support children with Special Educational Needs within the school as directed by the SENDCo.

### Key responsibilities will include:

- Deliver learning activities to pupils within an agreed system of supervision, adjusting activities according to pupil responses/needs.
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives.
- Take an appropriate role in the development and implementation of appropriate behaviour management strategies.
- Provide objective, accurate feedback and reports as required on pupil achievement progress and other matters, ensuring the availability of appropriate evidence.
- To deliver exam dispensations for students who require additional support and to be flexible enough with time to be in work at the start and finish of student examinations even if this falls outside of contracted hours (any additional hours can be reclaimed in TOIL)
- Work with the school's agreed behaviour policy to anticipate and manage behaviour constructively, promoting self-control and independence.
- Challenge and motivate pupils, promote and reinforce self-esteem.
- Participate in the marking of pupils' work and accurately record achievement/progress.
- Encourage children to value their experiences and knowledge.
- Make effective and efficient use of ICT for classroom and management support.

- Be familiar and keep up to date with the school's systems and structures as outlined in policy documents including Health and Safety, Safeguarding and Child Protection policies.
- Be familiar and up to date with SEN Code of Practice
- Establish constructive relationships with parents/carers, exchange information, facilitate their support for their child's attendance, access and learning and support home to school and community links.
- Establish constructive relationships with external specialists to ensure effective strategies are employed in classroom practices
- Provide advice and guidance as required and appropriate.
- Develop and use effective communication systems appropriate to audience.
- Provide support and encouragement to children and young people.

### **Health, Safety and Security**

- Co-operate with the employer on all issues to do with Health, Safety & Welfare.
- Support the School's implementation of all other current statutory requirements, e.g., Disability Discrimination Act, Access to Work, Equal Opportunities, Safeguarding.

### **Pastoral Care**

- Deal with or report, to the nearest member of the teaching staff, incidents that are seen or reported regarding pupils' welfare.

### **Continuing Professional Development – Personal**

- In conjunction with the Associate Headteacher, take responsibility for personal professional development, keeping up-to-date with research and developments related to school efficiency, which may lead to improvements in the day-to-day running of the school.
- Undertake any necessary professional development as identified in the School Development Plan taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Appraisal process - evaluating and improving own practice.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Associate Headteacher or the incumbent of the post.