

JOB SPECIFICATION

JOB TITLE: Teaching Assistant (Term time only)

GRADE: Scale 6–8 FTE: £25,989-£26,824 Actual: £18,124.89 - £18707.22

MANAGED BY: TA Manager

Purpose of the Job

To provide in class educational support for pupils with special educational needs.

Key Job Outcomes

1. To directly support pupils by:

- Working with individuals or groups of individuals in all curricular areas under the direction of the teacher.
- Adapting resources in class as necessary
- Mediating in the classroom/school environment and using strategies that promote access to the curriculum
- Feeding back information regarding the well-being and educational and developmental needs of children to the teacher, parents and principal, as appropriate.
- Implementing individual programmes of work
- Promoting independence and inclusion
- Assisting with student specific individual care – training provided

2. To produce/adapt or modify educational materials by:

- This may involve photocopying, typing, editing, enlarging, modifying educational materials as advised by Specialist Advisors and SENDCO
- Report back to TA Manager on effectiveness of resources

3. To be part of a team supporting the pupil by:

- Liaising with subject teachers about plans/resources
- Liaising and planning with TA Manager/SENDCO/Assistant SENDCO/ advisors
- Share observations and contribute to assessment

4. To participate in continuous professional development

General Accountabilities

- Be responsible for own health and safety, the Health and Safety of the children supported, and the safety of the resources used in the course of the job. Not to endanger the safety of colleagues/visitors to the workplace
- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required
- Work carried out must accord with current legislation and/or regulations
- All employees have a responsibility for their own safety and must not endanger that of colleagues/visitors in the workplace
- You may also be required to undertake other duties commensurate with your grade in relation to a post of this nature.

This job description sets out the key job outcomes required. It does not specify in detail the activities required to achieve these outcomes.