



# Holbrook Academy

## Teaching Assistant Job Description and Person Specification

### KEY RESPONSIBILITY

To support students with special educational needs including those with disabilities and other students with specific learning difficulties to access their learning.

### SPECIFIC RESPONSIBILITIES:

- To support students in lessons, in small groups and in one to one sessions under the direction of the SENCO.
- To be a key worker for a number of students and take responsibility for overseeing their individual education plan and monitoring their statements and setting targets.
- To communicate with other staff, including support staff and teachers, and update them with regards to students you support.
- Attend annual reviews and meetings regarding student needs, at the direction of the SENCO.
- Keep precise records in order to measure and monitor progress and share information with the student, parents and teachers.
- Assist in the provision, modification and differentiation of resources, using specialist software as required.
- Support students with physical disabilities according to their needs using appropriate equipment and programmes provided by the health professionals.
- Promote physical, social, emotional, and educational learning and independence.
- Assist the classroom teacher to ensure that the aims and objectives of the lesson are achieved for the students you are working with.
- Attend morning briefings and registration; attend Professional Development days as required.
- Assist with events connected with the curriculum, including school trips, which may occur out of school hours, and residential trips.

- Undertake relevant training as required and disseminate good practice across student support services.
- Liaise and maintain positive relationships with outside professionals, such as Outreach Support, advisory teachers and Mobility Officers among others.
- Hold meetings with parents when necessary and maintain positive home/academy communication at the direction of the SENCO.
- Support and promote the caring ethos of the Academy.

The post-holder must carry out their duties with full regard to the East Anglian Schools Trust Equal Opportunities Policy, Staff Code of Conduct, Child Protection Policy and all other relevant policies.

Any other duties consistent with this job description required by the Headteacher.

### **PERSON SPECIFICATION**

- Excellent ICT skills for adapting resources.
- Minimum GCSE grade C / 4/5 in English and Maths.
- Experience of working with people with a physical disability including safe manual handling.
- Excellent communication skills to work with colleagues, students, parents and external agencies and an awareness of the need for sensitivity and confidentiality.
- A clear understanding of a range of learning difficulties.

