

# Job description

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Teaching Assistant



## Job Title:

Teaching Assistant

## Salary:

H3 pro-rata

Actual annual salary £16,352 -  
£16,604, based on 27.5 hours per  
week

Full time salary range £26,312 -  
£26,717

## Contract:

Permanent, part time

Up to 27.5 hours per week,  
Monday to Friday (8:50am to 3:05pm),  
number of days/hours can be  
negotiable

Term time only (38 weeks)

## The Role:

The core work of the Teaching Assistant will be driven by the SENDCo.

### Core Accountabilities

Supporting students with Special Educational Needs.

# Main Responsibilities:

The successful candidate will be responsible for (but not limited to) the following:

## Supporting Students

- Co-ordination of students in registration time
- Supporting students in the classroom
  - Ensure that students have equality of access to opportunities to learn and develop
  - Understand and support independent learning and inclusion of all students as required
- Deliver targeted support for high needs students as well as helping to support the further development of intervention strategies, such as guided reading
- Co-ordination/preparation of information for reviews
- Work with the SEND team to support with the planning and implementation of support and intervention programmes
- To be available to support in a student crisis
- To be able to deal with difficult situations in relation to students and support students social and emotional well-being, reporting problems to the teacher as appropriate
- Support the teacher in monitoring, assessing and recording student progress/activities providing feedback to the teacher on student progress, barriers, and behaviour
- Support learning by arranging/providing resources for lessons/activities under the direction of the teacher and SENDCO
- Work with the SEND external agencies and support the SENDCO with daily co-ordination and support of specific SEND students

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.

# Person Specification:

Criteria	Details	Essential	Desirable
<b>Qualifications and training</b>	Numeracy and literacy skills equivalent to NVQ level 2 or GCSE grade C in English and Maths	✓	
<b>Experience</b>	Experience of working with children		✓
<b>Skills and knowledge</b>	Ability to make effective use of ICT to support teaching and learning	✓	
	Understanding of the curricular requirements of the school		✓
<b>Personal qualities</b>	Being aware of and supporting difference	✓	
	Ability to work with a minimum of supervision and within a team	✓	
	Ability to problem solve and work within a team	✓	
	Ability to keep accurate records	✓	



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