

Job Description

Teaching Assistant (TA)

Contract type: Term time

Hours: 37.5 hrs per week (some work outside regular office hours will be required)

Accountable to: SENCo

Accountable for: Leading and supporting the day to day work of students with Special Needs

Purpose of Post

Care and support for students within the Academy, working with students with significant barriers to learning and, developing and leading on a specialist area of SEND, or work in small teams to provide intervention work under the direction of the SENCo. Support for staff and parents within the Academy.

Main Responsibilities

- To have secure strategies for early identification of students with extra learning needs. This will involve, but not be limited to, completion of monitoring sheets on a regular basis
- To work in accordance with the Special Needs Code of Practice
- To contribute to the updating of the Special Needs Register
- To contribute to Pupil Profiles for students on the register and the associated review process
- To contribute to the management of and the support of students on the register and the liaison with outside agencies and parents
- To support the SENCo in ensuring that all students (including those on the register) are given appropriate strategies to support learning
- To be aware of developments arising from local or national changes in the Code of Practice and implement them as required
- To advise colleagues how to implement pupil profiles for students on the Register
- To liaise with parents and other professionals to support students
- To support teaching in classes as directed by the Inclusion coaches, and to maintain records and to document observations of student achievement, behaviour and work in line with Academy and national policy
- Be responsible for the secure storage of prescribed medicines brought in by children and administering said medicine at the instructed time. A medical background would be preferable but not essential.
- Such other duties as from time to time may be required and are consistent with the role.

Applicants must have at least GCSE English and Maths at grade C/4 or above.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Equal Opportunities Policy, Health and Safety Policy and Data Protection guidelines.