

**HARWICH AND DOVERCOURT HIGH SCHOOL
JOB DESCRIPTION**

Job title:	Teaching Assistant
Job grade:	Scale 4
Responsible to:	Assistant Headteacher Executive SENCo
Hours/Weeks:	27.5 hours, 39 weeks (term-time including INSET days)
Liaison with:	Teachers, students, parents and outside agencies

Main Purpose:

1. To provide support for SEND students, and the school, in order to raise standards of achievement for all pupils, to encourage pupils to become independent learners, to ensure their safety and welfare and support the inclusion of pupils in all aspects of school life.
2. To lead intervention for underachieving SEND students, including One Planning as part of the Assess, Plan, Do, Review cycle.
3. To develop reading through targeted intervention.
4. To act as a SEND mentor to daily selected students in order to engage them with the school community.

Specific Duties:

To understand the individual needs of students by being fully aware of their One Plan.

To liaise with SENCo and classroom teachers, so that classroom support is targeted so as to impact positively on progress and outcomes.

To facilitate reading programmes, and other directed interventions, update intervention records and inform the SENCo about students' progress.

To support named students on a day to day basis in and out of the classroom by enabling them access to learning outcomes; this may require the need to differentiate tasks.

To attend review meetings with students, parents and Agencies as necessary.

To liaise with the class teacher where and when appropriate in or out of the classroom, especially with regard to providing information about students that may affect the students learning or the teacher's teaching.

Safeguarding Responsibilities

- Demonstrate a commitment to keeping children and young people safe
- Report any disclosure made to you to the appropriate person
- Report any safeguarding concerns in the workplace to the appropriate person
- Maintain an awareness of the Trust policies in relation to safeguarding

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.