



## Teaching Assistant Job Description

### 1. JOB PURPOSE:

To work under the supervision and direction of the SENCo, Inclusion Manager (SEND), teachers and other professionals to promote and enhance the progress, learning and inclusion of students with SEND across the curriculum and within the wider school community so that they can achieve their full potential.

### 2. ACCOUNTABILITIES:

#### In relation to the students:

- To have knowledge and understanding of individual student needs.
- To take the students' needs into account and support their access to lessons through clarification, explanation, using appropriate equipment and materials, motivating and reinforcing learning within lessons.
- To deliver/support 1:1 or small group activities outside of the classroom where appropriate.
- To assist in implementing Student Passports and EHC Plans for students and to monitor their progress towards targets and outcomes.
- To implement advice and programmes of work as directed by the SENCO, which have been recommended by other professionals.
- To support students with making successful transitions between educational establishments and key stages.
- To support students with social, emotional and mental health needs in order to develop their confidence and social skills, maximising opportunities for learning and progress.
- To support students during external examinations and internal assessments, following appropriate training and direction from the SENCO or Examinations Officer.
- To undertake training to provide medical support or personal care where required.
- To be a key worker for identified students with SEND.

#### In relation to external agencies and other professionals, including Annual Reviews:

- To attend meetings and training as required.
- To provide written information for Annual Reviews and meetings when requested.
- To maintain appropriate records to support the tracking and monitoring of students.

#### In relation to the teachers, to assist the implementation of an inclusive curriculum:



- To jointly plan, evaluate and adapt learning activities as appropriate.
- To assist in the development and implementation of strategies and resources to meet the diversity of students' needs and interests.
- To act as a liaison between students and the teacher where this is appropriate.

**In relation to the school:**

- To promote a collaborative approach with parents/carers and families to respond to students' needs.
- To assist in Educational Visits and other school events to support students with additional needs.
- To support students during work experience and college transition.
- To be aware of and follow school policies and procedures, including those relating to confidentiality.
- To identify training needs and to attend internal and external training as required.
- To participate within relevant meetings, including staff training, INSET and twilight sessions.

**Other:**

- Carry out any other reasonable duties, as directed by the Headteacher, compatible with the role and grade of the post.

**Administration:**

- Maintain manual and computerised records/management information systems and file appropriately.
- Provide information as required with regard to assessment, targets and outcomes.
- Undertake ICT based tasks specific to the role.
- Take accurate note of meetings and communications with parents, staff and other agencies.

**Resources:**

- Operate relevant equipment/ICT packages.
- Provide advice and guidance to staff in relation to Student Passports/intervention plans.

**General:**

- Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- To play a full part in the school community, supporting its distinctive Mission and to encourage students to follow this example.
- To support the school in meeting its legal requirements for worship and to attend acts of worship as requested.
- Appreciate and support the role of colleagues and other professionals.
- Flexible working times required, sometimes outside of the traditional school day.



**Development:**

- Take proactive responsibility for own personal development.
- Participate in training and development as required.

**3. QUALIFICATIONS AND EXPERIENCE:**

**Qualifications:**

Essential

- NVQ 2 Teaching Assistant or equivalent qualification related to children and/or young people. Degree-level qualifications in other disciplines will be considered.
- Good levels of literacy and numeracy (minimum level 2).

Desirable

- Working towards or having achieved qualifications at level 3 or above.

**Experience:**

Essential

- Working with young people within a learning environment.
- Awareness of practices and procedures within education relating to the welfare, safety and education of children.
- A good understanding of child development and learning processes.

Desirable

- Working knowledge of school policies relating to health and safety, behaviour, attendance, equal opportunities and child protection.
- Experience of liaising with external agencies.
- Knowledge of services and support for children.

**Skills:**

Essential

- Good verbal and written communication skills.
- Ability to use ICT packages.
- Ability to relate well to children and adults.
- Able to work constructively as part of a team and to contribute to the ethos of the school community.

Desirable

- Can identify and participate in appropriate training to further develop own skills set.