



Job Description – Teaching Assistant

Core purpose:	To work with individual and small groups of SEN students in order to promote their inclusion and to provide support for teaching and personalised learning.
Reporting to:	SEN Co-ordinator
Hours:	27.5 hours per week, term time only. An ability to offer some flexibility in working hours would be an advantage. 8:30am – 3pm Mon – Friday (20mins morning break & 40 mins lunchbreak - unpaid)
Grade:	5 SCP 7- 8. Salary is paid monthly and holidays must be taken during school holidays.
Grievance officer:	Headteacher

Duties:

Supporting SEN students' personalised learning

- Support students' learning across the curriculum, tailoring support to match learner's needs
- Deliver targeted interventions to groups of SEND students
- To support students to become independent, co-operative and collaborative learners
- Support students' access to learning through the effective use of ICT
- Contribute to assessing students' progress and support them in reviewing their own learning
- Identify and remove barriers to students' learning
- Adapt and customise curriculum materials
- Support teacher planning

Meeting students' additional needs

- Support the learning and emotional well-being of SEN students
- Promote student's well-being
- Contribute to the management of SEN students' behaviour and encourage the student to conform to the school's expectations related to behaviour
- Support the delivery of interventions in literacy and monitor their impact
- Support students with SEN and/or disabilities to access extended school activities

Providing pastoral support

- Promote SEN students' well-being and resilience
- Safeguard the welfare of SEN students
- Support the transition and transfer of SEN students

Supporting the wider work of the school

- Comply with school policies and procedures related to Child Protection and Safeguarding, Health & Safety, Inclusion and SEN, Disability Equality Duty, Information Sharing and Data Protection
- Contribute to the school's improvement planning and self-evaluation processes
- Support teachers in the administration of examinations, tests and tracking points
- Contribute to maintaining student records and keep a record of the support given

- Escort and supervise SEN students on educational visits and out of school activities
- Contribute to and support the Annual Review process of students with an education, health and care plan

Working with colleagues

- Support and maintain collaborative, productive working relationships with school staff and professionals from outside agencies
- Contribute to and support the work of the learning support team in school
- Liaise with students, their parents/carers, teachers and practitioners from external agencies to support students' learning and well-being
- Take responsibility in developing your own continuing professional development
- Undertake any other duties commensurate with the post as allocated by the SENCO

1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
2. This job description is not necessarily a comprehensive definition of the post. It will be reviewed as necessary as part of the appraisal process and it may be subject to modification or amendment at any time after consultation with the holder of the post.
3. Because of the nature of this job, if you are successful in your application you will be subject to a criminal record check from the Criminal Records Bureau before the appointment can be confirmed. This will be done by means of applying for an "Enhanced Disclosure". Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent.
4. Every member of staff has a responsibility to safeguard and promote the welfare of children.



Person Specification – Teaching Assistant

Attributes	Essential	Desirable
Attitude & Approach	Professional appearance, conduct and demeanour	
Skills	Excellent organisation skills	ICT skills First aid qualification
General	Able to take initiative and to develop a flexible approach Possess common sense, have a practical and mature attitude	
Disposition	Excellent communication skills and the ability to handle confidential issues sensitively Able to recognise changes in students' behaviour and report to the teacher/SENCO Capacity to work as member of a team as well as to work independently Professional, calm manner Enthusiastic, reliable and hard working Ability to motivate/negotiate Experience of/enjoys working with young people some of whom can be challenging	
Circumstances	Proven record of attendance and punctuality	Current Enhanced DBS Disclosure for Education Experience of working in a (secondary) school environment



Further information – Teaching Assistant

Probationary period	A formal probationary period of six months is a condition of service for all new staff that do not have previous, relevant, continuous service. The induction programme must be completed within this period.
Notice period	During the six months probationary period - one week, four weeks thereafter.
Salary	Paid on 24 th of every month into a bank account, except in December when payment is made earlier.
Increments	All increments are subject to satisfactory performance. If starting between 1 st April and 30 th September the increment will be on 1 st April the following year. If starting between 1 st October and 31 st March the increment will be 6 calendar months after the date of commencement and then 1 st April until the top of the scale is reached.
Pension	Staff are automatically entered into the Local Government Pension Scheme unless they elect to decline. The school contributes to this scheme but not to private pension schemes. The employee contribution is 6% of salary.
Other details	All offers of employment are subject to references that are satisfactory to the school, and also to medical, police and other clearances we are required to make as an educational establishment. Proofs of identify will also be required from the successful applicant. The school will need to see the originals of relevant qualifications quoted on your application form. If the name on these certificates is not the name you now have, we would then need to see the document proving the name change, i.e. marriage certificate or deed poll certificate. Photocopies of proof of identity and qualification certificates will be taken as proof that these have been checked and verified. Holidays must be taken during school holidays.