

**Job Title: Teaching Assistant**

**Reporting to: SEND Co-ordinator      Grade: 3**

**Overall purpose of the post:**

To carry out a range of duties that enable students with learning needs to fully access standard and differentiated curriculum activities. The post holder will work closely with all other members of the Inclusion Team to promote high standards of inclusion and learning opportunities.

Efficient and effective service provided, characterised by clear, accurate work, meeting deadlines, successful task completion, confidentiality and the ability to work on your own initiative.

**Main duties and responsibilities:**

This is not a comprehensive list of all tasks which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade.

- To work with the teacher to facilitate the teaching and learning of students with SEN across the curriculum including all off-site activities.
- To be a team player in providing efficient and appropriate TA support.
- To provide TA IEP reports and contribute to reviews and target setting as necessary.
- To contribute to team meetings and the day to day running of the school.
- To be fully aware and conversant with any new initiatives, policies and legislation, that may affect the department.
- To provide help and advice to teaching staff regarding differentiation and individual student needs.
- To be flexible on a daily basis regarding allocated tasks and TA timetabling.
- To constantly review and update departmental resources and maintain a high quality provision.
- To ensure all equipment used by individual students to support their learning needs are used and maintained responsibly.
- To liaise with and advise all staff on pupils individual needs as necessary.
- To undertake 1:1, small group work and withdrawal support as necessary.
- To support the schools' systems, implementing whole school policies and adhering to departmental safe handling systems.
- To liaise with parents, outside agencies and other professionals as necessary.
- To act as key worker for identified pupils and attend their review meetings.

- To monitor individual pupil's conditions and concerns, and report as necessary.
- To plan, prepare and teach small groups and individuals as identified.
- To read and scribe as necessary for pupils during examinations.
- To assist with the safe handling transfers and personal care issues relating to individual student needs.
- To carry out duties to ensure the physical, social and emotional well-being of students.

Be aware of the Data Protection Act and other legislation to ensure confidentiality of records and information is maintained.

### **GENERAL:**

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

Individuals must be aware and comply with policies, procedures and practices relating to the safeguarding of children, security, confidentiality and data protection.

All staff are responsible for the implementation of the Health and Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The postholder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure that appropriate improvements are made where necessary.

School has approved a policy on Equal Opportunities in Employment and copies are freely available to all employees.

### **Personal Contacts**

**External:** Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

**Internal:** Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.