

POST:	TEACHING ASSISTANT
SALARY:	H4 (SCP 7 – 10)
HOURS:	PART-TIME – 35 HRS / WEEK, TERM TIME ONLY + 2 WEEKS
RESPONSIBLE TO:	SENCo

Job Outline

As directed by the SENCo to work with teachers as part of a professional team to support teaching and learning for SEN pupils. Providing learning support to pupils who need particular help to overcome barriers to learning and encouraging their full participation in the general life of the College. The post holder also plans, organises and undertakes other related duties to fully support and underpin learning, personal and social development.

Job Description

- To help students gain access to the curriculum by appropriate clarification, differentiation of instructions and resources as required.
- To support students with identified Special Educational Needs to work independently in the company of other pupils and in one-to-one settings.
- To work on differentiated activities with identified groups.
- To support the teacher in implementing specific teaching programmes.
- To help keep students on task, and to build motivation, confidence and enhance self-esteem so as to promote independent learning.
- To provide support for students emotional and social needs by encouraging and modelling positive behaviour in line with the school's behaviour policy and demonstrating high expectations of work and behaviour.
- To supervise practical tasks.
- To use ICT for learning activities and support students to develop competence and independence in the use of ICT.
- To be involved in keeping records and evaluating identified students' progress.
- To attend meetings with other education professionals and parents/carers as required.
- To support teachers in planning lessons /activities, advising teaching staff on strategies to better manage the learning of students with Special Educational Needs.
- to assist in the induction of new staff.
- as agreed and directed by the SENCo, to take lead responsibility for specific students, including being involved in planning, organising and implementing individual development plans for pupils, including liaising with parents and attending and contributing to meetings and reviews as required.
- contribute to the development of policies and procedures
- liaise with external agencies on a regular basis

- be responsible for pupils who are not working to the normal timetable
- undertake training with specific areas of expertise
- promote staff development in relation to SEN by keeping up to date with research, resources, policy etc. by attending courses, conferences etc. and disseminating good practice in SEN across the school
- supporting the SENCo in providing school INSET
- observing and mentoring TAs to ensure quality outcomes
- supervise whole classes during the short-term absence of a teacher.
- sustained shared responsibility for a tutor group, if required

Other

- To attend regular meetings with the SENCo and SEN team
- To participate in training and other learning activities, and in performance management and development, as required by the college's policies and practice

Other tasks as required

- To invigilate exams
- To occasionally cover the lessons and tutor time of absent staff
- To undertake break and lunchtime supervision duties
- Ad hoc tasks involving the organisation and supervision of students.

General responsibilities

- To build and maintain successful relationships with students, treating them consistently with respect and consideration
- To encourage and model positive behaviour in line with the college's behaviour policy and demonstrate high expectations of work and behaviour
- To work as part of a flexible and supportive team to further the ethos of the college
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person
- to contribute to and support the overall aims and ethos of the college.

Person Specification

- ◆ An ability to build good working relationships with both students and adults
- ◆ Good organisational skills
- ◆ Enjoy working with and have an interest in young people
- ◆ Good literacy, numeracy and ICT skills
- ◆ Competence in the use of ICT to support teaching and learning
- ◆ Ability to work with a minimum of supervision and within a team
- ◆ Ability to manage students in a classroom setting and deal with challenging behaviour

The above list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.