



## Job Description

**Post Title:** Teaching Assistant  
**Job Grade:** H2 30 hours per week TTO 8.30-3.15(unpaid lunch break)

**Responsible to:** Director of Inclusion

**Job Purpose:** To support students with special educational needs and enable them to have access to the wider curriculum, to help support SEN individuals with access to the curriculum.

### Teaching Assistant - Core Activity

- a) **General in-class support** (as directed)
- **individual students** with additional targeted funding (Statements and EPF)
  - **students with IEPs/Data** at SEN Code School Action & School Action (+)
  - **whole group support** (lower sets) targeting access to learning, emotional support, behaviour management
  - **Individual withdrawal** and **small group** work as directed by subject teacher
  - To support small group and individual Language/Literacy/Numeracy support programmes (as required)
  - To respond to pupil emotional and educational issues (as required)
- b) **Liaison with:**
- **subject teachers** – joint lesson planning, feedback, behaviour monitoring & organising and supervising differentiated tasks
  - **pastoral support staff** – monitoring and mentoring students displaying emotional & behavioural concerns
  - **Speech and Language therapist** - monitoring and mentoring students
  - **Pupil Observations** – supporting essential SEN identification and ‘Records’ including:
  - **Contribution to IEPs & Review**, Parent meetings, Statement Reviews PSPs, LAC Reviews, PEPs etc.
  - Outside Agencies as required
- c) **Contribution to:**
- **SEN documentation** including: the SEN register, IEPs, Data Sheets PEPs, LACs, & PSPs
  - **Parent meetings and SEN Reviews**
  - **KS4 & Post 16 College links**

- d) **Mentoring & nurturing** – being available to support emotionally vulnerable students in the TLC
- e) **Behaviour management** – supporting students with ‘special timetable arrangements’, modified timetables and reduced timetables in TLC
  
- f) **Home/School Links** – to support families at parents meetings and statutory reviews
  
- g) **Special Examination Arrangements** –
  - invigilation, including extra time
  - medical special arrangements (in school)
  - reading examinations papers
  - acting as amanuensis
  - off-site invigilation (Home & Hospital)
  
- h) **Involvement** in ‘in-house’ department and whole school INSET Days and other SEN training opportunities, including SEN London (NASEN)
  
- i) **Support school trips and visits** – support SEN pupils on school visits where possible
- j) **Attendance at 6 Departmental Meetings across the year for which overtime will be paid**

### Key School Organisational Responsibilities

#### Specific Role: Core T.A. Tasks and the following:

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- To liaise with the SENCO (as required)
- To support small group and individual Language/Literacy/Numeracy support programmes
- To respond to emotional and educational issues including ‘time out’, when issues arise in class
- To liaise with the **members of the T.A. Team** concerning specific pupils/classes etc. (daily)
- To support Public and school Examinations for S&L students including reading, extra time and occasional amanuensis duties by liaison (if required)
- To liaise with subject teachers regarding pupil progress and behaviour management issues (as required)

If you have an area of specialism, we welcome applicants from all fields.

**Please note that Longdean School operates a no smoking policy**

