



## Parmiter's School

### Job Description

**Post:** Teaching Assistant

**Salary:** from H4, depending on experience + fringe allowance

**Safeguarding Children:** This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**A Teaching Assistant will, under the guidance of the SENCo, support individual students with special educational needs to access the curriculum by assisting them to overcome barriers to learning in mainstream classrooms.**

A Teaching Assistant will:

- Have a basic understanding of how children develop and learn.
- Have a good, up-to-date, working knowledge and understanding of a range of teaching, learning and behaviour management strategies and the barriers to learning that students may experience.
- Know how to contribute to effective personalised provision, understanding how to adapt activities and experiences so that all students can participate in learning and make progress.
- Support students with access arrangements in public exams, acting reader or scribe as appropriate.
- Invigilate internal assessments and examinations, acting as reader or scribe as appropriate.
- Show enthusiasm and energy in working to develop students' learning skills.
- Be prepared to reflect on and develop practice by improving knowledge and responding to advice and feedback.
- Maintain close liaison with class teachers concerning lesson objectives/outcomes and student progress in meeting them.
- As key worker, support the implementation of suggested strategies by external specialists.
- Monitor and evaluate students' progress and maintain student records.
- Use student profiles, reports and data to inform effective support across the curriculum.

- Contribute to the documentation involved in the annual review process.
- Complete the review documents with key students when profiles and targets are updated.

### **Personal Development**

- To **participate in** and **contribute to** department meetings.
- To engage in and build on positive **working relationships** within the department and throughout the school.
- To reflect and act on **feedback** and undertake relevant CPD and training as identified.
- To attend departmental and school briefings and meetings
- To undertake **annual reviews** in line with the school's Appraisal Policy for Support Staff.

### **Promotion of the department**

- To make a **positive contribution** to the life of the school and **exemplify the school vision and values**.
- To promote, advocate and follow all **school policies**.

Within this job description, each individual task may not be identified and the post holder may be asked to undertake any other task reasonably requested by the Senior Leadership Team. This job description will be reviewed annually and may be changed to reflect or anticipate changes in the post which are commensurate with the salary and job title.