



Job Description: Teaching Assistant

Name:

Responsible to: The Headteacher, Deputy Headteacher, SENCO and HLTA Line Manager

Band:Term time inc Inset

Responsible for:

- Strategic planning and operational management of your responsibilities
- Challenge Support and Inspire students in all aspects of the care and guidance that you provide

Purpose:

- To work in partnership with teaching staff to support learning in line with the national curriculum, codes of practice and school policies and procedures
- To assist the Headteacher and the Leadership Team in the overall management and development of the school

Key Responsibilities:

- Raise standards of student attainment and achievement within SEND
- Monitor and support student progress across the whole school
- Develop and enhance the teaching practice of others within the team
- To support the work of the SENDCO in providing programmes of and strategies for supporting pupils with Special Educational Needs
- Provide and support activities and events for the most vulnerable i.e. breaktime/lunchtime activities and after school support groups
- To ensure that records are kept up to date for all SEND pupils
- To support or lead workshops for new TAs as directed by the SENDCO
- To provide learning support for a pupil or pupils with Special Educational Need
- To assist teachers in the planning and provision of an agreed teaching programme for pupils with Special Educational Needs, including physical disabilities and emotional and behavioural difficulties
- To work with classroom teachers to assist in the provision of appropriately differentiated resources for pupils with Special Educational Needs
- Demonstrate a clear understanding of, and respond appropriately to, the individual needs of pupils with Education Health Care Plans (EHCP)
- To assist with all the pupils' personal care needs which may include toileting, dressing, feeding and mobility



- Promote the independent learning skills and social integration of pupils with EHCPs by giving hover support to other pupils at wave 2 on the SEND register
- Ensure that teachers are aware of supported pupils' needs and the strategies put in place
- Contribute to, evaluate and monitor the One Plans and Pupil Passports of individual pupils and how they meet their SMART targets
- Deliver small group literacy and/or numeracy and or reading and/or spelling interventions, as directed by the SENDCO
- Provide reports for annual reviews
- Attend relevant in-service training
- Act as a reader or scribe in examinations
- Work effectively, sensitively and co-operatively with pupils, teaching staff, parents and carers and other relevant external agencies
- Attend, and contribute to, annual review meetings
- Such other duties as may be required by the Headteacher or SENDCO
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities and SEND Policies
- Be aware of and comply with policies and procedures relating to Child Protection and all aspects of Safeguarding

Communications:

- To communicate effectively with the parents of students, students, staff and other stakeholders effectively
- To take part in marketing and liaison activities such as Open Evenings, Parents Evenings, liaison events with partner schools etc. where required

Staff Development and Wellbeing:

- To take part in the school's or SEND CPD programme when required
- To engage actively in the Performance Management Review process
- To work as a member of a designated team and to contribute positively to effective working relations within the school

Care Guidance and Support:

- To promote the general progress and well-being of individual students
- To liaise with Pastoral Managers to ensure implementation of the pastoral system



- To evaluate and monitor the progress of students and keep up-to-date student records
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved
- To communicate with the parents/carers of students and with bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff
- To apply the Behaviour for Learning Policy so that effective learning can take place
- Monitoring attendance of students in SEND

General Duties

- To play a full part in the life of the school community, to support its distinctive aims and ethos and to encourage staff and students to follow this example
- To be aware of and promote actively the school's corporate policies
- To be a champion for a designated number of disadvantaged students

Health and Safety:

- Have due regard for the school Health and Safety Policy and Safeguarding Policy and to undertake risk assessments as appropriate and also have due regard of any such issues particular to the curriculum area supported
- Follow school procedures for reporting Health and Safety incidents or near misses
- Familiarise yourself with fire regulations and procedures
- Have due regard for student safety and report any concerns to the appropriate school body
- Complete relevant annual TKAT on-line training courses

Accountability and discretion:

- To take and be accountable for all decisions made within the parameters of the job description

Standards:

- The standards of the post holder will be measured through the School Performance Management system by setting targets linked to this job description and the generic role. The job description will be reviewed annually at the Performance Management meeting

Notes:



- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

Signed: _____ Post Holder
 _____ SENDCO
 _____ Head Teacher