



TEACHING ASSISTANT

JOB DESCRIPTION

Salary:	Starting on NJC3 with progression of one point each year to a maximum of NJC7 possible
Hours:	32.5 hours a week (08.30 – 15.30 Mon - Fri with 30 minutes unpaid lunch) 39 weeks a year (Term time + INSET days)
Responsible to:	The Special Educational Needs and Disabilities Coordinator (SENDCo)

JOB PURPOSE

To support students with additional needs, under the direction of the SENDCo and the teachers of those students.

To support students to learn effectively, overcoming any barriers, and to become increasingly independent in their learning.

MAIN DUTIES AND RESPONSIBILITIES

1. Support for Students

- Liaise with the SENDCo to understand areas of need and assist in the development of learning strategies to address these, including self-esteem and appropriate relationships.
- Provide level of attention appropriate to students' needs, modify approach to ensure the desired outcomes are achieved.
- Use specialist skills, training, or experience to support students through a range of interventions.
- Support students consistently whilst recognising and responding to their individual needs.
- Assist with the development and implementation of students' targets as identified within an EHCP and the Provision Map as appropriate.
- Establish productive working relationships with students, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all students within the classroom.
- Encourage students to interact and work cooperatively with others and engage all students in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to students in relation to progress and achievement.
- Undergo training as appropriate in order to be able to specialise in the delivery of interventions in one of the broad areas of need.
- To use PPA time to develop skills within a specialist area and resources for intervention strategies.

2. Support for the Teacher.

- Liaise with teaching staff to establish an appropriate learning environment using your specific knowledge and strategies relating to targeted students.



- Monitor and evaluate students' responses to learning activities and feedback to the subject teacher as appropriate.
- Promote positive values, attitudes, and good student behaviour, dealing promptly with conflict and incidents in line with established policy, and encourage students to take responsibility for their own learning and behaviour.
- Be the point of contact for teaching staff for identified students.

3. Support for the Curriculum

- Determine the need for, prepare and maintain general and specialist equipment and resources, advising curriculum teams and adjusting activities according to student needs.
- Implement local and national learning strategies across the curriculum to support the development of relevant skills.
- Help students to access learning activity through specialist support and by coordinating and running small-group withdrawal as required during the school day.

4. Support for the School.

- Be aware of, and comply with, all school policies and procedures
- Contribute to the overall ethos, work, and aims of the school.
- Establish constructive relationships and communicate with other agencies and professionals, in liaison with teachers, to support the achievement and progress of students.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Liaise sensitively and effectively with parents/carers as agreed within your role/responsibility and participate in meetings with parents/carers as necessary.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the SENDCo or the Headteacher to carry out other appropriate duties within the context of the job, skills, and grade.