**JOB DESCRIPTION**

**Teaching Assistant**

Grade: Scale 2, point 3 £9.36/hr

Hours/days of duty: 27.5 hours per week term time + 5 PD days

Responsible to SENCO/Classroom Teacher

Main purpose of the job

The postholder will work as an integral part of the Learning Support Department.

* The following duties will be carried out under the direction of the SENCO
* Supporting the SENCO and Teachers
* To assist the teacher with learning activities in the classroom which will include supervising and assisting individuals or small groups of students in set activities
* To display and present students’ work and assist with the preparation of learning materials and equipment
* To contribute to the formulation of individual provision maps including attendance at SEN reviews and other meetings relevant to the students’ needs, as required
* To assist the SENCO in liaising with parents and professionals such as Physiotherapists, Occupational Therapists and Speech & Language Therapists
* To assist with the support of group activities away from the classroom e.g. Physical Education and educational visits; 1:1 and small group support
* To attend training and provide personal care and medical support if required
* To assist with routine clerical and administrative tasks associated with supporting students, which include the maintenance of records to enable the assessment of a student’s ability or progress
* To provide regular feedback about students to teachers and the SENCO, and contribute to meetings to discuss specific students’ progress.

Supporting the Students

* Supporting students by answering questions, clarifying and explaining instructions, assisting with target areas e.g. language, behaviour, reading, spelling, handwriting and helping students to concentrate on completing work.
* Providing support for the literacy and numeracy strategies
* Assisting students to access the normal routines of the classroom, e.g. escorting students to and from taxis into the school building, to and from classes at break times and lunch times, and during practical subjects
* Assisting the implementation of general care and welfare to pupils and to be mindful of the need to maintain a safe environment at all times
* To ensure that students are able to safely use equipment and materials provided and are aware of a range of resources available
* Assisting with the promotion of independence in activities and mobility skills
* To establish a supportive relationship with students and to raise self-esteem through praise and encouragement
* To encourage acceptance and inclusion of students with special needs
* To assist with the personal hygiene and medical needs of routines of pupils e.g. toileting, changing of incontinent children, dressing and undressing, which may involve manual handling from time to time. Appropriate training will be provided.

Supporting the School

* General supervision, advising and discipline of students within the procedures of the school
* Adhering to, and maintaining, school routine and codes of conduct. Supporting the school ethos.
* To assist in the identification of child protection issues.
* To be familiar with the fire drill and procedures for the safety of students
* To participate in school and year level assemblies, activities, staff meetings and training, as appropriate
* To ensure that duties are undertaken in a way which secures positive action in respect of both equal opportunities and a multi-cultural approach
* To support and promote the Christian ethos of the school community

Other duties

The job description can never be fully descriptive and exhaustive of unforeseen circumstances. It is expected that staff will respond to unforeseen circumstances and emergencies as they arise, commensurate with the level of responsibility of the post. The duties and responsibilities may be reviewed from time to time at the request of the postholder or the school. Any amendments will require the approval of the Governing Body.