



Job Description

Teaching Assistant – General

Job Title:	Teaching Assistant – General
Department:	SEN
Responsible to:	SENCo – Line Manager
Salary Grade:	Grade D Point 5 - 6
Contracted Hours/Week:	27 hours 40 minutes per week 8.30am – 3.05pm Monday to Wednesday 8.30am – 2.45pm Thursday and Friday
Contracted Weeks/Year:	39 (term time only)

Main Job Purpose

To assist students requiring various levels of support working either with individuals, separate small groups and in mainstream classes within all faculties. Keep records of students' progress as are required by the school and establish a supportive relationship with individuals/groups and parents concerned (if necessary).

Main Responsibilities:

- Support students requiring various levels of support in mainstream classes within all faculties
- Work to establish a supportive relationship with the students
- Promote and reinforce the students' self-esteem and independence
- Assist with the production of resources for students as appropriate
- Keep such records of the student's progress as are required by the school.
- Liaise with staff and the TA Team in the planning and delivery of a programme of support
- Assist staff in the SEN Faculty with maintaining student records and admin tasks
- Attend School and SEN meetings as required
- Be aware of the school's policies and procedures.
- Be aware of confidential issues that may arise between school/student/teacher/home and act appropriately as advised by the SENCo
- To supervise study support when needed
- To be a key worker for a student with an EHCP and provide personal care

Key Competencies:

- A full understanding of the SEND code of practice, a range of high frequency special educational needs and their impact on all aspects of teaching and learning for identified students
- The highest level of emotional intelligence enabling child centred support
- A secure commitment to the vision and ethos of the SEN policy and improvement plan through personal impact, presence and the ability to work as part of a team
- Set standards and provide a role model for students and staff through challenge and support
- To engage with all stakeholders and outside agencies in providing provision of the highest quality for SEN students within the school

Other

- Attend relevant training as required by the School Business Manager.

This is not a complete list of tasks that fall within the role and the post holder may be required to carry out other tasks consistent with their grade, skills and abilities.

Post holder	_____	Effective date of this job description	_____
Post holder's Signature	_____	School Business Manager's Signature	_____
Date	_____	Date	_____