

Job Description

Teaching Assistant - SEN

Responsible to:	Inclusion Manager
Job purpose:	To support educational activities and attend to the educational, personal and social needs of students to support their learning and development and to ensure their safety. You will work with individuals, groups of students and with whole class groups for short periods of time.
Arrangement:	32.5 hours per week, Term time only
Grade:	Grade D, NJC SCP 6-8

Main responsibilities of the post:

The main purpose of the role is to work under the guidance of teaching/senior staff and within an agreed system of supervision, to provide intervention support with individuals and small groups, in and out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources. This may include providing support in addressing the needs of students who need particular help in overcoming barriers to learning. Staff may also supervise whole classes occasionally during the short-term absence of teachers. The primary focus will be to maintain good order and to keep students on task.

Specific Responsibilities

Support for students:

- Use specialist (curricular/learning/behaviour) skills/training/experience to support students
- Assist with the development and implementation of Individual Education/ Behaviour Plans
- Establish productive working relationships with students, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all students within and outside the classroom
- Support students consistently whilst recognising and responding to their individual needs
- Encourage students to interact and work co-operatively with others and engage all students in activities

Support for teachers:

- Work with the teacher to establish an appropriate learning environment
- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
- Monitor and evaluate students responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives

- Provide objective and accurate feedback and reports as required, to the teacher on student achievement, progress and other matters, ensuring the availability of appropriate evidence
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
- Undertake marking of students work and accurately record achievement/progress
- 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 behaviour
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents, or as directed
- Supervise and assess routine tests and invigilate examinations/tests
- Provide general clerical/administrative support

Support for the curriculum:

- Implement agreed learning activities and intervention, adjusting activities according to student needs
- Make effective use of opportunities provided by other learning activities to support the development of relevant skills
- Support the use of ICT in learning activities and develop students competence and independence in its use
- Help students to access learning activities through specialist support
- Determine the need for, prepare and maintain general and specialist equipment and resources

Other duties

- Display commitment to the protection and Safeguarding of children and young people.
- Comply with the Academy Safeguarding arrangements at all times and provide personal documentation or details to facilitate any checks that are required.
- Develop professional relationships with Academy and Trust stakeholders, and persons or bodies outside the Academy.
- Act as an ambassador for the Academy community, to support the Academy and Trust's distinctive aims and ethos and to encourage staff, students, parents and stakeholders to follow this example.
- Promote the Academy and the Trust positively with the local community.
- Support the Academy during social times in accordance with the Academy duty rota.
- Attend relevant meetings and events as outlined on the Academy calendar.
- Undertake any other duty as required by the Academy and not mentioned in the above.
- To undergo an annual performance management review.
- Be aware of and comply with, the Academy's policies and procedures at all times.
- To attend and perform in accordance with the Academy expectations.
- In addition to the above to undertake any other duties appropriate to the grade of the post.

Thornaby Academy and Falcon Trust are committed to Safeguarding and promoting the welfare of children and young people. All appointments are subject to satisfactory checks prior to and throughout the duration of employment. All checks are mandatory and must be completed to the satisfaction of the Trust before a conditional offer of employment is confirmed.

NOTES

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description will be reviewed regularly and it may be subject to modification or amendment at any time. This job description does not form part of the contract of employment. It describes the responsibilities that the post holder is expected to perform.