

Job Description for Teaching Assistants

1		SEND
1.1	Classroom Support	Liaise with teachers regarding planning and differentiation of work for students with SEND.
		Support the provision plans of students with EHCP's, in particular those students with High Needs Funding.
		Liaise with teachers regarding planning and differentiation of work for students with SEND.
		Know and support students' targets.
		Facilitate students' access to the curriculum by clarifying and explaining tasks and instructions, developing understanding through questioning, providing differentiated resources, helping with personal organisation and planning of work whilst also encouraging independent learning skills.
		Prepare and develop materials/resources for students' lessons in different formats (using ICT equipment if necessary)
		Promote positive standards of behaviour e.g. by keeping students on task, developing positive relationships, modelling good behaviour, supporting school behaviour policy.
		Support students in small groups under the direction of the class teacher.
1.2	Intervention	Under direction, support the implementation and delivery of specific programmes e.g. reading, speech and language, support external programmes for physiotherapy, occupational therapy etc.
		Under direction, deliver interventions to support student progress e.g. reading, comprehension, spelling, handwriting groups etc.
		Administer routine tests and undertake routine marking of students' work to support their development as a learner
		Provide additional support for students who have alternative access arrangements including acting as invigilator, scribe, reader etc. for internal and external exams.
1.3	Support outside of lessons	Undertake support activities outside of lessons e.g. break/lunch time supervision, homework / breakfast club.
		Accompany students on off-site activities and external provisions e.g. school trips, placements.
		Ensure that students have full access to all areas of the school environment e.g. by pushing wheelchairs or operating the school lifts.
		Tend to students' personal care or physical needs as necessary.
2		General & Administration
2.1	General	Follow the School's child protection procedures in cases where there is concern over the safety or emotional wellbeing of a student.
		Maintain strict confidentiality with regard to both the staff and students within the outside school.
		Work effectively as a team member.
		Provide a positive role-model in terms of timekeeping, dress code and work ethos.
		Support the management of health and safety in accordance with the health and safety policy.
		Employees are expected to be courteous to colleagues and students and to provide a welcoming environment to visitors and telephone callers.

2.2	Administration	Provide clerical/admin support e.g. photocopying, printing, displays etc.
		Contribute to the implementation and review of EHCPs and/or Provision Maps as directed by the SENCO
		Monitor the progress and performance of individual students and keep records relating to students supported.
		Assist in gathering information to inform the SEND audits