

## Teaching Assistant: Job Description

*The directors and LGBs are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced Disclosure and Barring Service (DBS) check will be carried out for the successful candidate.*

Job Information	
Reporting to	SENDCO
Grade	Grade 4 (points4-5)
Salary	£21,189 pro rata – Actual Salary £14,126
Hours /Weeks	29.5hrs per week Term Time Only

**(To be finalised at Term 1 Performance Management meeting)**

**1. General Responsibilities:**

- To support the academic progress of students.
- *To work with other members of the Inclusion Team to enable all students with special educational needs and disabilities to achieve their full potential both academically and socially. To develop positive relationships with students and have at all times a high regard for students' emotional well-being. To facilitate and support students' learning with a clear focus on developing students skills so that they can become as independent as possible.*
- *Teaching Assistants (TA's) work in partnership with the SENCo/ Assistant SENCos and Class Teachers*

**2. Specific Responsibilities:**

- To assist the SENCo/Assistant SENCos in identifying and assessing students with special educational needs.
- To support students in individual or small group programmes designed to meet specific needs.
- To assist the SENCo/Assistant SENCo in developing specific programmes for individual students. This could include literacy, speech and language, numeracy, social skills and nurture/behaviour work.
- To assist the SENCo/Assistant SENCo in transition arrangements of all pupils with SEN.
- To assist and collaborate with subject teachers in supporting pupils with SEN to access mainstream lessons. This may involve helping teachers differentiate materials or activities, advising teachers on learning styles and abilities and working proactively within lessons.
- To feedback to teachers and pastoral staff about progress and/or barriers to progress of pupils with SEN.

- To support students in assessments including special exam arrangements, this may involve reading or scribing in exams and controlled assessments.
- To work with the SENCo/Assistant SENCos and external agencies.
- To assist the Inclusion Team with extra-curricular activities.
- To attend departmental meetings and INSET as required.
- To reduce exclusions in targeted pupils.

### 3. **Training and Professional Development:**

- All TAs are expected to attend in-house TA training and are encouraged to apply for external INSET to further their knowledge and skills. Safeguarding training is given to all new staff.
- TAs are encouraged to develop their own areas of expertise and interest.
- All TAs take part in the school's appraisal programme and have an annual meeting with their line manager.
- TAs have the opportunity to attend school based INSET and staff meetings if they wish to do so.

### 4. **Arrangements for Induction**

- New TAs will spend some time shadowing an experienced TA from within the team. This TA will act as a mentor.
- Opportunity to complete online CPD about the role of the Teaching Assistant
- New TAs will work alongside experienced TA's to gain confidence and skills before taking up timetabled commitments.
- The SENCo or Assistant SENCo will meet with new TAs to outline responsibilities. There will be opportunities for regular follow up meetings.

### 5. **Appraisal**

- This role description is designed to be flexible. The post will be reviewed and duties may be amended or modified at any time in consultation with the post holder.

### **As an employee you have legal duties which include:**

1. Taking reasonable care for your own health and safety and that of others who may be affected by what you do or do not do.
2. Co-operating with your employer on health and safety,
3. Correctly using work items provided by your employer, including personal protective equipment, in accordance with training or instructions, and
4. Not interfering with or misusing anything provided for your health, safety and welfare.

*All schools within the Warriner Multi Academy Trust are committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment. The successful candidate will have to meet the requirements of the person specification and will be subject to pre-employment checks including an enhanced DBS check and satisfactory references. Please be aware that, we may carry out an online search, on shortlisted candidates only, in line with Keeping Children Safe in Education in order identify any incidents or concerns which are publicly available online. The Warriner Multi Academy Trust is an equal opportunities employer. It is an offence to apply for certain roles within schools if you are barred from engaging in regulated activity relevant to children. This post is exempt from the Rehabilitation of Offenders Act (1974).*