

## **The Warriner School Teaching Assistant Job Description**

### **Purpose**

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 SENCo and Subject Leaders.

### **Objectives**

To assist the SENCo/Assistant SENCo 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 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 SENCo 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.

### **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.

### **Arrangements for Induction**

New TAs will spend some time shadowing an experienced TA from within the team. This TA will act as a mentor.

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.

### **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.