

| ORCHARDS ACADEMY JOB DESCRIPTION  **TA** | | | | | |
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| Job Title: TA/SEN Support Assistant | | Responsible to: SEN Co-Ordinator | | | Hours per week:  Weeks per year: |
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| **Responsible for:** | Under the direct supervision of Learning Support, to support SEN named students to access the curriculum and raise levels of attainment. | | | | |
| **Generic Duties and Responsibilities** | | | | | |
| To support and follow the Academy’s policies by:   * Proactively promoting excellent working conditions and working to promote support systems for the staff and the Academy. * Be committed to safeguarding and promoting the welfare of children and young people.  To undertake safeguarding training, be aware of Child Protection guidance and act with vigilance to ensure all students are safe. To report concerns as they arrive to the DSL via the school reporting system. * Promoting positive partnerships. * Maintain awareness of and commitment to the Academy’s equal opportunities policy in relation to both employment and service delivery. * To ensure full compliance with the Health and Safety at Work Act, Data Protection Act and other relevant legislation. | | | | | |
| **Specific Aims and Objectives** | | | | | |
| * To support special needs students as directed by Learning Support and where appropriate and under direction, small group work for SEN. | | | | | |
| **Professional Duties** | | | | | |
| * To contribute to and monitor the Provision Plans for specified students. To compile accurate Provision Plans every long term with targets and outcomes written to SMART targets for statemented students. * Through in class support, assist in the delivery of a modified curriculum for the specified student by consulting with subject teachers to ensure familiarity with lesson content and to discuss strategies for support. * To withdraw specified SEN students under the guidance of Learning Support, in order to deliver input appropriate to specified student’s needs. * Where appropriate, act as an amanuensis or scribe for the student. * Ensure that specified students remain focused and encourage appropriate classroom behaviour and interaction with peers and staff. * To work with targeted small groups of students for intervention, as required. * To attend and contribute to written reports for annual reviews of EHCPs. To track and record progress on specified provision plans. * To attend cycle of meetings each week * To support, if necessary, during break and lunch. * To attend and contribute to pre-arranged Inset Days. * To liaise with outside agencies such as speech and language or social and communication team – behaviour support, educational psychologist. * To adhere to the terms of the College Information Standards Policy for ICT available on the t-drive. * To have up to date knowledge of relevant legislation and guidance in relation to working with and protection of children and young people. * To display commitment to the protection and safeguarding of children and young people. * Carry out any duties deemed reasonable by the Head Teacher. | | | | | |
| **Accountability and Discretion** | | | | | |
| To take and be accountable for all decisions made within the parameters of the job description. | | | | | |
| **Standards** | | | | | |
| The standards of the post holder will be measured through the Academy Performance Management system by setting targets linked to this job description. The job description will be reviewed annually at the Performance Management meeting. | | | | | |
| Signed: | | | Post Holder | Date: | |
| Signed: | | | Head Teacher | Review Date: **OCTOBER 2024** | |