

Job details

Job title: Teaching Assistant

Salary: Kent Range equivalent – dependent upon experience

Hours: 37.5hrs

Contract type: Full-time and Permanent

Reporting to: SENCO/Senior Leadership Team

Supporting the Student

- Drawing on knowledge of various forms of SEN, to develop an understanding of the specific needs of the student(s) concerned.
- Taking into account the special needs involved, to support the student(s) to learn and the teacher to teach as effectively as possible both in group situations and on their own by, for example:
 - clarifying and explaining instructions
 - ensuring the student is able to use equipment and materials provided
 - motivating and encouraging students as required
 - assisting where difficulties are experienced e.g. language, behaviour, reading, spelling, handwriting/presentation etc.
 - helping students to organise, concentrate on, and finish work set
 - meeting physical needs as required whilst encouraging independence
 - working under the direction of the class teacher to devise complementary learning activities
- To establish a supportive relationship with the student(s) concerned and encouraging the student(s) to contribute his views.
- To encourage acceptance and integration to the school.
- To develop methods of promoting/reinforcing student(s) self-esteem

Supporting the Teacher

- To assist with class teacher (and other professionals as appropriate), in the development of targets arising from their provision plan(s) and a suitable programme of support and assessment for the student(s).
- In conjunction with the class teacher and/or other professionals to record the student(s) progress.
- To contribute to the maintenance of the school's system for student assessment and record keeping.
- To participate in the evaluation of the support programme.
- To provide regular feedback about the student to the teacher(s).

Supporting the School

- Where appropriate, to develop a relationship to foster links between home and school.
- To liaise, advise and consult with other people supporting the student(s) when asked to do so.
- To contribute to reviews of the student(s) progress, especially termly reviews and the statutory "Annual" Review of the EHCP.
- To engage with and attend relevant Continuing Professional Development.
- To be aware of all the school procedures.
- To work effectively with the school's SENCO/Senior Leaders.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.



It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.

Person specification

CRITERIA	QUALITIES
Qualifications and training	<p>Essential</p> <ul style="list-style-type: none"> ➤ A good standard of education particularly in English and Mathematics ➤ Willing to undertake further professional development <p>Desirable:</p> <ul style="list-style-type: none"> ➤ GSCE, (or equivalent) in English and Maths ➤ Learning Support qualification at level 2 or 3
Experience	<p>Essential:</p> <ul style="list-style-type: none"> ➤ Experience of working with young people <p>Desirable:</p> <ul style="list-style-type: none"> ➤ Experience of working with young people with Special Educational Needs ➤ Previous Classroom Assistant (or similar role) experience
Skills and knowledge	<ul style="list-style-type: none"> ➤ Essential: ➤ The ability to communicate effectively - both verbally and in writing and to use language and other communication skills that students can understand and relate to ➤ The ability to respond calmly and constructively when dealing with students with SEND ➤ Ability to manage time effectively ➤ The ability to seek advice and assistance to meet students' needs ➤ A willingness to engage in professional development opportunities ➤ Ability to provide engaging 1:1 support.
Personal qualities	<ul style="list-style-type: none"> ➤ Commitment to getting the best outcomes for students and promoting the ethos and values of the school ➤ Commitment to equal opportunities and securing good outcomes for students with SEN or a disability ➤ Ability to work under pressure and prioritise effectively ➤ Commitment to maintaining confidentiality at all times ➤ Commitment to safeguarding and equality

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: 10th July 2022

Next review date: