



JOB DESCRIPTION

Post	Teaching Assistant SEN
Responsible to	Class teacher / SENCO / Headteacher
Grade	Kent Range 3

PURPOSE OF POST:

- To be a support assistant for a named child
- To support the class teacher in the teaching and welfare of children to ensure they attain the targets set under their individual educational programmes.

MAIN ACTIVITIES AND RESPONSIBILITIES:

Main duties and responsibilities are indicated here. Other duties of an appropriate level and nature will also be required.

1. Ensure the maintenance of a clean, orderly and safe working environment making sure that equipment/resources/materials are set out on time and as per instructions received and used safely to enable pupils meet their learning targets.
2. Assist teacher with learning activities ensuring health and safety and good behaviour of pupils.
3. Support the pupils in accessing learning activities as directed by the teacher to enable pupils' progress towards their targets. Be aware of and support differences to ensure all pupils have equal access to opportunities to learn and develop.
4. Work with an individual pupil identified in the statement on a 1:1 or group basis supporting progress and development across the curriculum.
5. Undertake recording keeping in respect of pupil learning, behaviour management, child protection etc. as directed in order to support the teacher deliver the specific learning programmes set for each child. Feed back to the teacher on progress made by the child during the lesson
6. Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure pupils' wellbeing.
7. Contribute to the overall work/aims of the school and appreciate and support the role of colleagues and other professionals to enable the school fulfil its development plans etc.
8. Undertake training and other learning activities and attend relevant meetings (within contracted hours) as required to ensure own continuing professional development.
9. *May be required to provide other ad hoc ancillary assistance; cleaning of bookshelves and stationery cabinets, stock taking, and routine clerical or secretarial work when not engaged in other activities.*

JOB CONTEXT

- TAs will be expected to work effectively with individual pupils and/or small groups under the direction and supervision of a class teacher. They will contribute to, and need to demonstrate skills in, planning, monitoring, assessment and class management. TAs would also be expected to work as part of the school team and contribute to plans to ensure the school meets its aims.

Footnote:

This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

"Life in all its fullness" John 10:10

- The post holder must work within the relevant policies, codes of practice and legislation reporting any concerns to the relevant person.
- The post holder must have good communications skills to be able to inform, persuade, inspire and motivate pupils and provide feedback to other professionals and parents as required.

ALL STAFF ARE EXPECTED TO:

- Contribute to the overall work/aims of the school and appreciate and support the role of colleagues and other professionals to enable the school fulfil its development plans etc.
- Undertake training and other learning activities and attend relevant meetings (within contracted hours) as required to ensure own continuing professional development.
- Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure pupils' wellbeing.

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