



# THE ABBEY SCHOOL

A BUSINESS & ENTERPRISE ACADEMY

## JOB DESCRIPTION

### NAME

**JOB TITLE:** Teaching Assistant - Inclusion

**RESPONSIBLE TO:** SENCO

The ethos of the school (In line with the SEN code of practice 2014) is one of shared responsibility, to which staff are expected to make a significant contribution. The expectation is that staff will present themselves professionally, be positive and contribute constructively to the life and work of the school.

### Principal Accountabilities & Specific Responsibility

- To be aware that all SEN pupils experience a range of difficulties with particular reference to pupils with ECHP's
- To be familiar with pupils academic targets and encourage them to succeed in achieving these targets
- When supporting pupils with EHCP's to be aware of the pupils provision plan and support teachers and specialists to ensure pupils achieve these
- To allow the student to be successful
- To ensure that the student acquires new skills to improve those already learned
- To encourage independence
- Making sure the student understands what he/she is doing
- Helping the student read
- Helping the student get his/her ideas down onto paper
- Showing the student how to do a test
- Facilitating the transitions between tasks
- Endeavouring to keep the student on task
- Encouraging listening skills
- Offering praise and encouragement
- Liaising with class teacher/form tutor
- Encouraging students to make their own choices
- Maintaining a positive attitude
- To undertake a duty on a rota basis (as required)

***It is recognised that managing the behaviour of the students is the responsibility of the teacher. However, as a second responsible adult in the room the Teaching Assistant can have an effective role in this area.***

The Teaching Assistant can:

- Ensure that all pupils have the support to reach their potential
- Provide an extra pair of eyes and ears
- Keep an eye on the class while the teacher is otherwise occupied with individual groups of students in the room
- Observe a student's behavior and keep records, with particular focus on classroom practice with regard to access arrangements
- Calm down students with whom they have developed a good working relationship
- Encourage students to stay on task and not get involved in poor behavior
- Maintain a positive attitude and work in a calm and confident manner

## Personal and Professional Conduct

Staff are expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct

- Staff uphold public trust in the school and maintain high standards of ethics and behaviour, within and outside school, by:
  - Treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to their position
  - Having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions
  - Showing tolerance of and respect for the rights of others
  - Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
  - Ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
- Staff must have proper and professional regard for the ethos, policies and practices of the school in which they work, and maintain high standards in their own attendance and punctuality.

## Contribution to School

- Assist in monitoring the appearance and general behaviour of students around the School, maintaining good order and sound discipline among students, including safeguarding their health and safety (where applicable)
- Be actively involved in the School's form tutor and house system (where applicable)
- Contribute to the School Improvement Plan where applicable (where applicable)
- Implement the School's agreed policies
- Participate in the School's Appraisal programme
- Cover for absent colleagues
- Participate in School based INSET
- Perform any other duty that their line manager might reasonably request
- To monitor the well-being of all students and report any concerns related to the safeguarding of students to the Designated Child Protection Co-Ordinator (DCPC)
- To be aware of and follow school policies relating to Health and Safety

## Communication & Meetings

- Attend Staff, Department and other meetings as appropriate
- Support effective communication by forwarding documentation or memos to relevant staff and students
- Preserve and promote the good name of the School in all dealings with the wider public

In addition to the above you will be expected to comply with all of those terms connected with the job of your status as referred to in the Kent Scheme Conditions of Service Document (Blue Book).

This job description may be subject to change at any time in consultation with the postholder, and will be reviewed at least annually.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

***The Abbey School is 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 & Barring Services Check is required for all posts within the school.***