

Job Description - Teaching Assistant

Post Title: Teaching Assistant

Post Responsible to: SENCo

Main purpose of the post:

To work as part of the DCCA SEND in supporting students with special needs and disabilities into mainstream classes and with bespoke personalised provision. The TA may work with and receive instructions from the AVP: SENCo, VP and AVP Teaching and Learning, Teachers, Department Heads and other professionals. The post covers all areas with regard to provision and access for students at Dover Christ Church Academy. TAs are expected to support students' cognition and learning; social, emotional and mental health; medical sensory and physical and communication and interaction needs, as directed by the AVP:SENCo and SEN Administrator.

Main Duties:

In relation to the students:

1. To develop an understanding of the SEND of the student/s concerned.
2. To take into account the students SEND and ensure their access to the lesson and its content through appropriate clarification, explanations, equipment and materials.
3. To help them record work in an appropriate way.
4. To develop study and organisational skills.
5. To help keep the students on task and to build motivation.
6. To help reinforce learning.
7. To help build the students confidence and self-esteem.
8. To encourage the inclusion of the student/s within the class and the wider school community.
9. To undertake medical training and to provide medical support as required.
10. To administer medication as per medical instruction as and when required.
11. To administer physiotherapy and occupational therapy programmes with students, under the direction of the physiotherapy service and occupational service.

12. To support students with their personal care – assistance with toileting.
13. To support students with eating food at breaks and lunchtimes.
14. To assist students with changing for PE and other activities.
15. To support the emotional and mental health needs of students, in line with school policies.
16. To undertake assessments of students and administer tests under the supervision of a teacher.
17. To support primary transition, as required under the direction of the AVP:SENCo.
18. To provide emotional support for students and support additional programmes and therapy offered.
19. To work with students and support students during examinations and internal assessments.
20. To scribe, amanuensis and invigilation for external examinations, under the direction of the Examination Officer through the AVP: SENCo and SEN Administrator.
21. To supervise and support students at break time, lunchtime and afternoon registration, as required.
22. To support individualised programmes for students who are on reduced or flexi timetables.
23. To support students individually through specific intervention, as required.

In relation to outside agencies and other professionals, including Annual Reviews:

1. To liaise with outside agencies and attend meetings and training as required.
2. To provide written/verbal reports for Annual Reviews and meetings, as required.
3. To complete daily Lesson Log sheets to support the tracking of students and identify areas for additional support.

In relation to the teachers:

1. To support the teacher in the development and understand of SEN student's individual needs/ targets/outcomes.
2. To have clear lines of communication with the students' teacher.
3. To have informal meetings with teachers to enable planning and preparation for lessons, where time permits.
4. Where appropriate, to act as liaison between students and the teacher.
5. Involvement in keeping records and evaluation of students programmes.

In relation to the school:

1. To assist in Educational Visits, for students with additional needs and other whole academy events.
2. To support whole academy events and educational visits for all students of the academy.
3. To work as part of the team in relation to individual students, liaising, advising and consulting where appropriate.
4. To be aware of academy's policies and procedures, including those relating to confidentiality and safeguarding.
5. To identify personal in-service needs and to attend appropriate internal and external in-service training.
6. Any other tasks as directed by the Principal which fall within the purview of the post.

We reserve the right to review and change the job description, in consultation with the post holder, dependent on the changing circumstances of the academy.