



JOB TITLE: ADVANCED LEVEL TEACHING ASSISTANT

REPORTS TO: SEN TEAM

GENERAL ACCOUNTABILITIES:

- To plan and deliver challenging learning activities to students adjusting activities as necessary according to student responses/needs
- To undertake break and lunchtime duties as necessary
- To deliver local and national learning strategies, e.g. literacy, numeracy, and make effective use of opportunities available to support the students
- Develop an understanding of the special educational needs of the students concerned
- Select, prepare, organise and manage appropriate resources, having a sufficient knowledge of their specialist area to support students' learning. Liaising and planning with teachers as necessary
- Take into account students special needs and ensure their access to the lesson and its content through appropriate clarification, explanations, equipment and materials
- Work within the school's behaviour policy to anticipate and manage behaviour constructively promoting self control and independence
- Withdraw specified SEN students under the guidance of the SENco and Assistant SENco in order to deliver input appropriate to specific students needs
- Monitor and evaluate students' responses to learning activities through observation and planned recording of achievement against predetermined learning objectives
- To supervise lessons and deliver cover work, including the entry and dismissal of classes, during the short term absence of a teacher when necessary or by prior arrangement
- Attend Faculty and twilight meetings as required in negotiation with line management
- To complete first aid as part of a medical on

Signed:..... Headteacher Date:.....

Signed:..... Name:..... Date:.....

