

Job Description

School:	Westlands School
Job Title:	Teaching Assistant (Secondary)
Grade:	SAT 3
Responsible to:	SENCo

Purpose of the Job:

To assist in promoting the learning and personal development of the pupils with whom you work, to enable them to make best use of the educational opportunities available to them.

Main duties and responsibilities (Accountabilities):

Teaching and Learning

1. To work under the direction and guidance of the lead person to support children with identified needs in their educational and social / behavioural development. This work may involve working with individuals, a small group of children or the whole class.
2. To liaise with lead person regarding intervention outlined in 1 and to prepare materials as directed.
3. To work on the advice of outside agencies e.g. occupational therapists.
4. To assist lead person in maintaining pupil records.
5. To support with pupil management inside and outside the classroom e.g. at lesson changeover times.

Standards and Quality Assurance

1. To support the aims and ethos of the school as a happy and caring school so that pupils can achieve their highest potential.
2. To attend INSET as identified by the lead person or by performance management.
3. To be proactive in matters relating to health and safety.

4. To set a good example in terms of dress, punctuality and attendance.

Other responsibilities

1. To prepare and present displays of students' work.
2. To assist in other clerical duties as requested which may include the preparation for meetings or photocopying.

This job description sets out the key outcomes required. It does not specifically detail the activities required to achieve these outcomes. In consultation with you, the job description may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Person Specification

Job Title: Teaching Assistant

Grade: SAT 3

Responsible to: SENCo

	Essential	Desirable
Qualifications	English, Maths and Science GCSE at C grade or above (or equivalent).	Evidence of other TA related qualifications and/or training courses.
Experience		<p>Experience of working in school, preferably with KS2 or above, or in other child related roles.</p> <p>Experience in supporting those with SpLD(dyslexia), ASD or SLCN.</p>
Skills, abilities and knowledge	<p>Good command of the English language, with the potential to read and scribe fluently for pupils in public examinations.</p> <p>Understanding of pupils with learning difficulties.</p> <p>A willingness to learn.</p> <p>Understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety.</p>	<p>Experience of reading and scribing for pupils in public examinations.</p> <p>An understanding and knowledge of various need types, especially SpLD (dyslexia), ASD, SLCN and how to meet those needs.</p> <p>A particular specialism in mathematics or science subjects.</p> <p>Additional understanding of safeguarding issues relating to the vulnerability of pupils with SEN.</p>
Personal qualities	<p>Team player.</p> <p>Initiative.</p> <p>Communication skills.</p> <p>Commitment to the role.</p>	