



Job Description

Teaching Assistant

Grade: Academy Range 03

Responsible to: SENDCo

Purpose of the Job:

To support our scholars with SEND to fulfil their academic potential.

To work under the guidance/instruction of teaching staff to undertake work/care/support programmes to enable access to learning for scholars and to assist the teacher in the management of scholars and the classroom. Work may be carried out in the classroom or outside the main teaching area.

To promote the inclusion and acceptance of children with Special Educational Needs throughout the school.

To ensure that Turner Schools are places where children thrive and knowledge matters by upholding and modelling The Trust's values in all aspects of the role.

Key Duties and Responsibilities:

Support for Scholars

1. Support scholars during the transition to Key Stage Three, both academically and pastorally.
2. To support all scholars, and particularly those with ASD to play a full role in the life of the school, building their confidence and self-esteem.
3. With appropriate training, deliver appropriate social skills interventions.
4. To support scholars who require additional support with reading and writing.
5. Build and maintain successful relationships with scholars, treat them consistently, with respect and consideration.
6. Interact with, and support scholars, accordingly to individual needs and skills.
7. Keep the scholars on task and to build motivation by modelling good practice.
8. To liaise regularly with parents, alongside the SENDCo, to provide feedback.
9. To be involved in keeping records and evaluating identified scholars' progress.
10. Assist with the development and implementation of support plans.

Teaching and Learning

1. Work with individuals or small groups of scholars under the direction of teaching staff.
2. Support scholars with activities which support literacy, numeracy and other skills.

3. Supervise and assist individual/small groups of scholars in activities set by teachers or by the TA with teacher guidance.
4. Take into account the scholars' Special Educational Needs and ensure their access to the lesson and its content through appropriate clarification, explanations, equipment and material and use of data.
5. Help scholars record work in an appropriate way and to develop study and organisational skills.
6. Implement behaviour management policies in accordance with guidance provided by the teacher.
7. Attend formal and informal meetings with teachers to contribute to planning lessons/activities.
8. Prepare materials and resources to support scholars as necessary.
9. Prepare scholars beforehand for a task, e.g. pre-teaching
10. Supervise practical tasks.
11. Carry out structured classroom assessment/observation and feedback outcomes.

Other Tasks:

1. Assist scholars with physical needs.
2. Under the direction of appropriate professionals and after adequate training, to assist in meeting particular scholars' needs, e.g. physical development, speech/language development, and medical needs identified in an approved care plan agreed by parents.
3. To deliver intervention programmes where necessary.
4. To supervise scholars for limited and specified periods, including break-times and Homework Club, when the post-holder should facilitate games and activities, or support learning
5. To assist with escorting scholars on educational visits.
6. Assist scholars with their personal hygiene needs as necessary.
7. To comply with individual responsibilities, in accordance with the role, for health and safety within the workplace.
8. Ensure that all duties and services provided are in accordance with TFS policies.
9. Attend relevant school meetings as required.
10. To respect confidentiality at all times.
11. Share the schools' commitment to safeguarding and promoting the welfare of all young people.
12. Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
13. Carry out other roles and tasks as reasonably requested by the Principal that are commensurate with salary grade.
14. This job description is subject to change by agreement.

I confirm that I have received and understand the job description:

Name _____

Signed _____

Dated _____

Line Manager _____

Signed _____

Dated _____