

**ELTHORNE PARK HIGH SCHOOL**

# **Teaching Assistant**

## **JOB DESCRIPTION**

### **MAIN PURPOSE OF JOB:**

To support students' learning, social, emotional and physical development towards independence within the school, in the context of the school community, class and alternative resource . Specifically:

- To work under the supervision and guidance of the SENCO, class teacher and other professionals in the management and assessment of students with additional needs and those who are disadvantaged
- To provide general support to subject teachers in the organisation, supervision and instruction of students with additional needs
- To promote the inclusion of all students, ensuring they have equal access to opportunities to learn and to develop

### **Main responsibilities and tasks**

#### **Support for pupils**

- To facilitate and contribute to students' learning and help students access the curriculum
  - Clarify and explain classroom instructions and lesson content
  - Assist in areas such as language, reading, spelling, handwriting, presentation, numeracy and behaviour
  - Help students concentrate and finish work set
  - Aim to meet physical and sensory needs as necessary
  - Ensure students are able to use equipment and materials provided, and differentiate/adapt as necessary
  - Aim to foster independence and provide challenge to students
- To support students through a range of individualised programmes under the guidance of professional staff, and to ensure that any necessary specialist equipment is utilised to enhance learning.
- To facilitate students' access to specialist provision as outlined in a Education Health Care Plan or professionals' reports.
- To be aware of students' individual needs, targets and strategies as outlined in their files and student profile. To keep electronic records of their day-to-day progress if directed.
- To liaise with parents/carers, and other agencies involved in supporting students eg educational psychologist, speech and language therapist, occupational therapist, under the direction of the SENCO.
- To exchange and review information, both formally and informally, on the day-to-day management of students, with the SENCO and colleagues, and to attend meetings concerning individual students.

- To prepare for, attend and contribute to review meetings for students with additional needs
- To record and monitor student progress
- To assist with the general pastoral care of students, including helping students who are unwell, distressed or unsettled
- To undertake the role of keyworker for students with additional needs, liaising with teachers, parents and other agencies.

#### **Support for the teacher**

- To work in collaboration with subject teachers to support students in the classroom and to adapt teaching materials as necessary.
- To work on differentiated activities with identified groups
- To supervise practical tasks being carried out by individuals and groups

#### **Support for the school**

- Delivery of an intervention working with specific students on the SEN register
- To attend relevant meetings for the purpose of reporting on and receiving information about students with additional needs, and to disseminate information to key stakeholders
- To ensure the smooth running of the school day by providing cover for absent TA colleagues when required
- To participate in training opportunities and professional development as required
- To assist in work familiarisation and induction of new members of staff
- To have awareness of policies and procedures related to child protection, health and safety, additional needs, and data protection reporting all concerns to the named person
- To assist with the supervision of students out of lesson time but during the school day, as necessary for their safety, well-being or to advance their learning or social interaction.
- To accompany teaching staff and students on visits and out of school activities within contracted hours as required
- To administer and mark routine tests under the guidance of the SENCO
- To support students during exams and assessments as directed by the SENCO
- Other responsibilities of a similar nature and a similar responsibility level to those described may be allocated from time to time.