**Job Description**

|  |  |
| --- | --- |
|  |  |
| **Job title** | Teaching Assistant |
|  |  |
| **Salary Scale** | Scale 4 (actual salary £19,337 - £20,391) |
|  |  |
| **Responsible to** | ARP Centre Manager & SENCO |
|  |  |
| **Purpose of Role** | To support students’ learning, social, emotional and physical development towards independence within the school, in the context of the school community, class and small groups.   * To work under the supervision and guidance of the SENCO & ARP Centre Manager to support students with additional needs * To provide general support to subject teachers in the organisation and management of students and the classroom, and contribute feedback on students’ achievement and progress |
|  |  |
| **General Responsibilities** | * To promote the inclusion of all students, ensuring they have equal access to opportunities to learn and to develop |
|  |  |

In addition to carrying out the duties of a School Teacher as set out in the School Teacher’s Pay Conditions Document, you will have the following responsibilities:

**Main responsibilities and tasks**

**Support for Students**

* 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
* 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 undertake the role of keyworker for students with additional needs, liaising with teachers, parents and other agencies under the direction of the ARP Centre Manager & SENCO
* To exchange and review information, both formally and informally, on the day-to-day management of students, with colleagues
* To assist with the general pastoral care of students, including helping students who are unwell, distressed or unsettled
* To be aware of students’ individual needs, targets and strategies as outlined in their files and student profile.

**Support for the Teacher**

* To work in collaboration with subject teachers and departmental colleagues to support the teaching and learning activities in the classroom.
* To provide regular feedback to teachers on students’ achievement and progress

**Support for the School**

* To have knowledge of additional needs
* To ensure the smooth running of the school day by providing cover for absent TA colleagues when required
* To have awareness of policies and procedures related to child protection, health and safety, SEN/Inclusion 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 or 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 attend relevant meetings and participate in training opportunities and professional development as required
* Other responsibilities of a similar nature and a similar responsibility level to those described may be allocated from time to time.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

**Selection Criteria / Person Specification**

The following aspects will be assessed in different ways, as shown: A= Application Form; I = Interview; T = Task

|  |  |  |
| --- | --- | --- |
|  | **Standard** | **Desirable** |
| **Education and Training** | * Good numeracy and literacy skills.(A, I) * Experience of working with relevant age groups within a learning environment. (A, I) | * Evidence of relevant CPD and commitment to ongoing professional development (A,I) |
| **Teaching and Learning** | * Knowledge of the requirements of the National Curriculum and KS3/4/5 courses (A,I,T) * Have a proven record of success in improving student with additional needs outcomes (A,I,T) * Able to motivate students and develop positive relationships with parents/carers (A,I,T) |  |
| **Professional Knowledge** | * An understanding of classroom roles and responsibilities. (I) * Understanding of successful strategies for meeting the needs of all pupils, specifically those with Speech language and communication needs (A,I) * Awareness of The Special Educational Needs Code of Practice and the implications of other recent education legislation and reports, particularly those related to SEN. (A,I) |  |
| **Personal Qualities** | * Have clarity of vision and be a strategic thinker (A,I) * Have a strong moral purpose and drive for improvement (I,T) * (I,T) * Have an ability to contribute effectively to a team (A,I) * Be committed to the highest standards in all areas of school life (personal, behaviour, academic, enrichment) (A,I) * Have a strong grasp of contemporary educational issues (A,I) * Have good time management skills (A,I) * Have outstanding communication and inter-personal skills (A,I,T) * Have an excellent record of attendance |  |