



Job description

Post Title: Teaching Assistant – Scale 2 Point 11 – 13 (Outer London) Pro-Rata (38 weeks)
Reporting to: SEND Co-ordinator

The SEND Department

The SEND department is made up of specialist teaching assistants, HLTAs, a learning mentor and classroom based teaching assistants. In order to support the students in our care with their wide variety of needs, we offer an extensive range of interventions to support students academically, socially and behaviourally. This includes the Ruth Miskin Literacy Programme, Nurture group, Data Pac Literacy, speech and language programmes such as TALC2, mentoring and one to one tuition. We also work closely with both the pastoral and curriculum teams within the school to ensure there is a cohesive framework around each student on the SEND register.

The Teaching Assistant Role

Our support staff are a very important part of the school. The role involves supporting students with special educational needs and on EHC Plans inside the classroom and in targeted one to one or small group sessions. The successful applicant will be required to work in close liaison with class teachers to support the students, their learning and their progress. This post is complimentary to that of the teacher, working in partnership to help support the academic and social needs of SEN students. The successful applicant will have the opportunity to carry out a wide variety of duties under the direction and guidance of the school's SENCo.

Responsibilities

The successful applicant will be expected to:

- 1) Take every opportunity to develop students' reading, numeracy and related skills as directed by class teachers and the SENCo
- 2) Take into account the needs of the students to aid children to learn as effectively as possible in class or small group situations by:-
 - a) clarifying and explaining instructions
 - b) motivating and encouraging
 - c) assisting in weak areas e.g. reading, spelling, numeracy, behaviour, organisation and presentation.
 - d) helping students concentrate on and finish work set.

- e) working with the class teacher and support staff to devise differentiated learning activities.
- 3) develop and reinforce children's self esteem.
- 4) Give verbal and written feedback to students on their attainment and provide guidance in order to enable them to progress further
- 5) participate in the evaluation of the Support programmes and the contribution of the Support Assistants.
- 6) contribute to reviews of the child's progress, including formal reviews of statements.
- 7) develop effective relationships and links between home and school.
- 8) provide regular feedback about a child's progress to class teachers, support tutors and other professionals as required.
- 9) attend relevant in-service training.
- 10) be aware of school and support service procedures.
- 11) contribute to the programme of out of school hours extra-curricular/study activities by providing additional support to students under the guidance and direction of the lead member of staff.
- 12) undertake other tasks which may fall within the post as may be reasonably directed by the Headteacher, SENCO and/or member of staff.
- 13) support students with SEND within the classroom setting and to work in partnership with the class teacher to ensure that appropriate resources and tasks are given
- 14) plan in partnership with departments and teachers to maximise the effectiveness of in class support
- 15) differentiate materials as appropriate to facilitate the learning of students with SEND
- 16) help students to develop the study skills necessary for learning
- 17) uphold the expected standards of staff working in a school setting