

AHolywell School



JOB DESCRIPTION FOR TEACHING ASSISTANT

SCHOOL:	Holywell School
JOB TITLE:	Teaching Assistant
RESPONSIBLE TO:	SENDCo and Assistant SENDCo
PURPOSE OF JOB:	To assist in the support and inclusion of children with Special Educational Needs within a mainstream school
DUTIES OF THE POST:	A. To support the Pupils B. To support the Teacher C. To support the School

A. Supporting the Pupil(s)

Taking into account the special needs involved, to aid the pupil(s) to learn as effectively as possible both in group situations and independently within the classroom and with withdrawn groups / individuals.

1. To develop an understanding of the specific needs of the pupil(s) concerned, drawing on knowledge of various forms of special needs.
2. To aid the pupil(s) to learn as effectively as possible both in group situations and on his/her own by, for example:
 - clarifying and explaining instructions
 - ensuring the pupil is able to use equipment and materials provided
 - motivating and encouraging the pupil(s)
 - assisting in areas of weakness e.g. behaviour, language, spelling, reading, handwriting and presentation
 - helping pupils to concentrate on and finish work set
 - meeting physical and emotional needs as required whilst encouraging independence
 - liaising with teachers, SENDCo, Assistant SENDCo and EAL Co-ordinator to devise complementary learning activities
 - developing appropriate resources to support the pupil(s)
 - assisting in writing and delivery of Student Profiles
3. To establish a supportive relationship with the pupil(s)
4. To develop methods of promoting and reinforcing the pupils' self-esteem
5. To run intervention groups to support pupils' learning and progress

B. Supporting the Teacher(s)

1. To assist the teacher(s) and other professionals as appropriate, in the development of a suitable programme of support (Student Profiles) for the pupil(s) with special needs.
2. To be aware of the modifications required for the lessons and the resources required.
3. To provide regular feedback about the pupil to the teacher and maintain a record of the pupils' progress.
4. To assist with the differentiation of work and advise on strategies which will help to achieve the targets on the Student Profiles
5. To participate in the evaluation of the support programme

C. Supporting the School

1. To develop a knowledge and understanding of the statutory requirements and regulations of the National Curriculum and the SEND Code of Practice.
2. To contribute to the reviews of the pupils' progress and attend Annual Review Meetings
3. To attend relevant in-service training
4. To liaise, advise and consult with the other members of the pupils' support team, when asked to do so.
5. Where appropriate, to develop a relationship to foster links between home and school.
6. To follow school procedures and practice to protect confidentiality in dealing with pupils and families
7. To undertake any other duties of a similar level and responsibility as may be required from time to time.

The postholder must at all times carry out his/her job responsibilities with due regard for Equal Opportunities.

This post is subject to Enhanced Criminal Records Disclosure.

