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**POST TITLE: Teaching Assistant**

**Salary Scale: NJC Scale 11-13 or 14-16 depending on experience**

**Conditions of Service:** 21.25 hours per week term time only – 44.2 weeks

**1. Organisation Relationships** Accountable to the SENCO

**2. Purpose of Job**

* To work as part of the Learning Support Team
* To carry out non-teaching tasks and supporting pupils, in particular those with statement, to gain access to the curriculum at all levels

## To promote inclusion and acceptance of all pupils and to encourage pupils to interact with others and engage in activities led by the teacher

## To provide general support to the teacher in the management of pupils and the classroom

**3. Main Duties and Responsibilities**

* To carry out and monitor the pupil’s/student’s IEP in consultation with the SENCO, subject teachers and pupil/student
* To give support through all or any of the following strategies as appropriate:-

1. Encouraging the pupil to stay on task
2. Interpreting the requirements of the lesson
3. Differentiating by input or outcome
4. Reading texts to the pupil
5. Transcribing the pupil’s responses, using technical aids where necessary
6. Preparing specific teaching materials for the benefit of the pupil as devised by the teaching staff
7. Supporting with personal organisation
8. Mentoring
9. Promoting self esteem and independence
10. Providing feedback in relation to progress and achievement

* To ensure that pupils, especially those with physical difficulties, can take full part in practical lessons such as Science or Technology without any safety risks to themselves or others
* To attend to pupil’s personal needs, including help with Social and Health training
* To provide support with basic literacy work, e.g. reading, spelling including use of ICT
* To keep appropriate records of student progress and lesson involvement
* To attend SEN meetings when required
* To contribute to pupil review meetings
* To take part in INSET as required
* To carry out other tasks at the discretion of the SENCO to meet the needs of pupils as appropriate to the grade of the post.

Responsibilities to the pastoral system

* To assume responsibility towards good standards of behaviour during the school day.
* To be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.

Qualifications

* Must have good English and Maths preferably grade C or above GCSE
* Good ICT skills

6th Feb 2018