



JOB DESCRIPTION & PERSON SPECIFICATION

Role: Teaching Assistant

Scale: 3

Responsible to: SENDCo

JOB DESCRIPTION

Main Purpose of the Job:

- To provide high quality support to enable students with additional needs to make outstanding progress in their learning and to play a full and active part in the life of the school.

Main Responsibilities of the Job:

Support for Students

1. To support those students who have additional needs both within the classroom and through small group and individual intervention.
2. To promote and support the inclusion of all students in the learning activities in which they are involved.
3. To promote the development of students' self-esteem, emotional resilience and independence.
4. To establish good relationships with students, acting as a role model and being aware of and responding appropriately to individual needs.
5. To provide support in line with students' access arrangement for formal examinations.
6. If required, to provide support to students during the unstructured times of the school day.

Support for Teachers

1. To differentiate, adapt or modify materials and resources to ensure full access to a broad and balanced curriculum.
2. To work under the supervision of a teacher to deliver and evaluate learning activities for small groups or individual students, providing feedback on student engagement and their achievement of the desired learning objectives
3. To communicate as appropriate with parents and carers about the care and education of their children, as directed by the school.
4. To assist with the maintenance of student record keeping systems, including recording agreed updates to individual learning and support plans.

Support for the School

1. To work collaboratively with colleagues as part of a professional team, in particular the class teacher, the SENDCO and other Teaching Assistants; working at all times within the school's policies and procedures
2. Invigilate internal and external tests and examinations under formal conditions.
3. To attend staff meetings, participate in performance management arrangements and undertake training and development activities.

4. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information.
5. Any other duties as directed by the headteacher.

PERSON SPECIFICATION

Qualifications	Essential	Desirable	How assessed
<ul style="list-style-type: none"> • NVQ Level 3 in Supporting Teaching & Learning (STL). • Able to demonstrate the ability to meet the Level 3 STL Standards relevant to this post. • Level 2 qualifications in maths/numeracy and English/literacy. 	✓	✓	App/Doc/Ref
Experience	Essential	Desirable	How assessed
<ul style="list-style-type: none"> • Experience of supporting teaching and learning in a formal setting. • Experience of working with students who have special education needs or disabilities. 		✓ ✓	App/Ref/Int
Skills, Attributes & Knowledge	Essential	Desirable	How assessed
<ul style="list-style-type: none"> • Skills and knowledge to deal with student safety and behaviour. • Ability to set high standards to staff and students by personal example. • Ability to work effectively under pressure. • Ability to prioritise and meet deadlines. • Ability to act quickly and decisively. • Commitment to continued personal development. • Ability to assimilate information quickly and prepare succinct summaries. 	✓ ✓ ✓ ✓ ✓ ✓		App/Ref/Int
Skills, Attributes & Knowledge (continued)	Essential	Desirable	How assessed
<ul style="list-style-type: none"> • Demonstrate a commitment to equal opportunities. • A willingness to relate to the local community. • Good presentational skills and the ability to communicate effectively to a range of audiences both verbally and in writing. • Good ICT skills. 	✓ ✓ ✓ ✓		App/Ref/Int

App Application form and letter
 Doc Documentation
 Ref References
 Int Interview