

	<b>JOB DESCRIPTION</b>
Position:	Teaching Assistant
Reporting to:	Special Educational Needs Co-ordinator (SENCO)
Role Purpose:	To work in partnership with the SENCO/teacher to foster effective participation of pupils in the social and academic processes of the school

Accountabilities	Accountability statement
Support for pupils	<ul style="list-style-type: none"> <li>• Working with individuals or groups of children, assist in ensuring pupils are kept on task and complete activities set by teachers</li> <li>• Deal with behavioural and special needs issues in conjunction with the teacher</li> <li>• Run one-to-one or small group interventions as required</li> </ul>
Support for teachers	<ul style="list-style-type: none"> <li>• Help implement lesson plans</li> <li>• Provide feedback to pupils in conjunction with the headteacher</li> </ul>
Support for curriculum	<ul style="list-style-type: none"> <li>• Assist the teacher with testing and assessment</li> <li>• Review progress of pupils against learning programmes</li> </ul>
Support for the school	<ul style="list-style-type: none"> <li>• Implement curriculum policies</li> <li>• Detect signs of behavioural issues</li> <li>• Work with outside agencies</li> <li>• Undertake other duties e.g. providing support to students in examinations (scribe, reader etc) as required</li> <li>• Participate in training and continuing professional development</li> <li>• Attend relevant school meetings as required</li> </ul>
Administrative support	<ul style="list-style-type: none"> <li>• Maintain up to date intervention materials &amp; resources</li> <li>• Maintain and update student SEND records as required</li> </ul>
Corporate & statutory requirements	<ul style="list-style-type: none"> <li>• Complying with relevant legislation e.g. Health &amp; Safety and Fire Regulations</li> </ul>