

## **Job Description: Teaching Assistant**

### **Job Purpose**

To support the teaching of all subjects to a child with significant and varied special educational needs, as well as helping to develop the child's social, emotional and communication skills.

### **Relationships**

The postholder will be part of a whole school team, that consists of classteachers, other classroom TAs, the Headteacher and SENCo, that work collaboratively to ensure the provision of special educational needs support is implemented effectively to improve levels of achievement for the child and other pupils he/she is working with, either on a 1:1 basis or within small group situations.

The postholder will be expected to establish a positive rapport with the child they are supporting that will contribute to developing the child's self-esteem and sense of well-being and happiness within the school setting to enable the child to thrive socially and educationally.

As a member of the school staff, the postholder will be expected to develop and maintain respectful and positive relationships with all staff, pupils, parents and visitors in the school community.

### **Key Tasks**

He/She will be expected to provide appropriate support in response to the guidance provided by the professionals who contribute to the child's Statement (EHCP) and any ongoing advice from these agencies.

He/She will be expected to produce or adapt resources to enable the child to participate with a broad and balanced curriculum at an appropriate level and in an accessible way, according to the child's special educational needs.

He/She will be expected to assist the child with some dressing and personal care needs.

He/She will be required to attend TAC (Team Around the Child) meetings with colleagues, outside agencies and the child's parents.

He/She will be responsible for marking and maintaining daily records for the child/pupils they are working with.

He/She will be expected to share their records with the other responsible staff and contribute to discussions about the appropriate next steps for achieving the child's long term outcomes. They will be required to contribute to the compilation of reports, regular updating of My Plans and the child's tracking profile.

He/She will be expected to help maintain daily home/school liaison and where appropriate keep the child's parents regularly updated of progress/needs as required through diary/discussion/email/telephone as appropriate.

He/She will be expected to guide, model and maintain acceptable standards of behaviour for the child and other pupils in their care, in line with the school's policies.

He/She will be expected to support the child at playtimes and in assemblies.

He/She will be expected to attend some relevant staff meetings and professional development training as required.

**In addition...**

He/she will be expected to support the class teacher with preparation and clearing as required.

Support the child, and where appropriate other pupils, on school trips.

Endeavour to become an active member of the community life of the school.

He/She is most likely to be an adaptable, patient, calm, and caring person who is good at thinking on their feet with a good sense of humour.