



## Job Description

|                        |                                         |
|------------------------|-----------------------------------------|
| <b>Post Title:</b>     | <b>SEN Teaching Assistant – Level 3</b> |
| <b>Responsible to:</b> | <b>Headteacher</b>                      |
| <b>Responsibility:</b> | <b>N/A</b>                              |

The post-holder must at all times carry out his/her responsibilities within the spirit of Tapton School Academy Trust's Policies and Procedures, in particular the policies on Equal Opportunities and Health and Safety and also, within the framework of the Education Act 1996.

### **Purpose of the post**

To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes to enable access to learning for students and to assist the teacher in the management of students and the classroom. Work may be carried out in the classroom or outside the main teaching area. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources. Staff may also supervise whole classes occasionally during the short-term absence of teachers. The primary focus will be to maintain good order and to keep students on task. Cover supervisors will need to respond to questions and generally assist students to undertake set activities.

### **Relevant Qualifications**

- Very good literacy/numeracy skills
- NVQ 3 for Teaching Assistants or equivalent qualifications or experience
- Training in the relevant learning strategies e.g. literacy and/or in particular curriculum or learning area e.g. Bi-Lingual, Sign Language, Dyslexia, ICT, Maths, English, Cache etc.
- Appropriate first aid training

### **Main duties and responsibilities**

#### **Support for students**

1. Supervise and provide particular support for students, including those with special needs, ensuring their safety and access to learning activities
2. Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
3. Establish constructive relationships with students and interact with them according to individual needs
4. Promote the inclusion and acceptance of all students.
5. Encourage students to interact with others and engage in activities led by the teacher
6. Set challenging and demanding expectations and promote self-esteem and independence
7. Provide feedback to students in relation to progress and achievement under guidance of the teacher

#### **Support for Teacher**

1. Work with the teacher to establish an appropriate learning environment.
2. Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
3. Monitor and evaluate students' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives

4. Provide objective and accurate feedback and reports as required, to the teacher on student achievement, progress and other matters, ensuring the availability of appropriate evidence
5. Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
6. Undertake marking of students' work and accurately record achievement/progress
7. Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour
8. Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed
9. Administer and assess routine tests and invigilate exams/tests
10. Provide general clerical/admin. support e.g. administer coursework, produce worksheets for agreed activities etc.

### **Support for the curriculum**

1. Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
2. Implement local and national learning strategies e.g. literacy, numeracy, KS3, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills
3. Support the use of ICT in learning activities and develop students' competence and independence in its use
4. Help students to access learning activities through specialist support
5. Determine the need for, prepare and maintain general and specialist equipment and resources.

### **Support for the School**

1. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
2. Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
3. Contribute to the overall ethos/work/aims of the school
4. Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students
5. Attend and participate in regular meetings
6. Participate in training and other learning activities as required
7. Recognise own strengths and areas of expertise and use these to advise and support others
8. Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
9. Undertake planned supervision of students' out of school hours learning activities
10. Supervise students on visits, trips and out of school activities as required.

Any other duties and responsibilities appropriate to the grade and role.