



Teaching Assistant Job Description



Job Title: Teaching Assistant

Responsible to: Assistant Headteacher with SENCO responsibilities, however, the first line of support will be provided by the Teaching Assistant Team Leader.

Grade: 3 (spinal points 4-6)

Role purpose: To support the progress of students with special educational needs.

Roles and Responsibilities:

TA duties

1. Setting progress targets for students in consultation with teaching staff and deciding on the appropriate support to be given to individuals or groups in the classroom.
2. Providing a programme of support to meet the needs of students. This may involve providing further explanation as needed, clarifying instructions and ideas.
3. Supporting a number of physically disabled students including changing for PE and personal care.
4. Working with small groups or individuals outside the classroom as appropriate under the direction of the class teacher.
5. Providing additional or adapted learning resources to support the student.
6. Liaising with teaching staff and evaluating student progress.
7. Maintaining records of the support given to students.
8. Mentoring individual students.
9. Providing special consideration requirements for examinations.
10. Fostering a student's independence to the greatest possible degree without compromising their self esteem or safety.
11. Informing student reviews and attending review meetings as appropriate.
12. Sharing good practice with the Learning Support Team.

Health, Safety and Wellbeing

1. Ensure that Health and Safety Regulations and risk assessments school are complied with. Ensure that school policies and departmental procedures are followed, for example, Personal Care, Safeguarding, Data Protection and e-safety.
2. Confidentiality must be observed at all times.

Decisions made

1. The majority of decisions expected of this post are taken within established procedures, practices and routines. The postholder is expected to deal with variations from the accepted pattern, missing documentation or other unusual aspects and, if appropriate, bring the matter to the attention of the Head of Department.
2. The postholder is expected to suggest changes to procedures and routines and raise awareness where this could lead to an improvement in the effectiveness of meeting the needs of students.