



THE HOLMESDALE SCHOOL

JOB DESCRIPTION

JOB TITLE: Teaching Assistant

ACCOUNTABLE TO: SENCo

JOB PURPOSE

To work under the professional direction of the SENCo as part of the professional team to support learning activities for students.

PRINCIPAL RESPONSIBILITY

To provide support to teachers as necessary regarding SEND, in the teaching and welfare of students and to contribute to students' learning and have a significant impact on students' progress. To provide small group interventions.

Key accountabilities:

Working effectively with individual students and/or small groups under the direction and supervision of a class teacher

- Assist teachers and SENCo with learning activities ensuring health and safety and good behaviour of students.
- Support the students, either individually or in groups, in accessing learning activities as directed by the teacher or SENCo to enable students' progress towards their targets.
- Be aware of and support differences of students' individual needs and equal access to opportunities to learn and develop.
- Liaise with SENCo for information and guidance on supporting student's individual needs.
- Carry out small group interventions, for example; social use of language, SP, EAL and language programmes etc.
- Be aware at all times of the SEN Register and planned provision for individual students, when necessary.
- Demonstrate skills in planning, monitoring, assessment and class management.
- Give students support with coursework assignments.
- Update student records as appropriate.

Administration and Professional Development

- Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure students' wellbeing.
- Attend TA meetings as directed by the SENCo.
- Contribute to the overall work/aims of the school and appreciate and support the role of colleagues and other professionals to enable the school fulfil its development plans etc.

- Undertake training and other learning activities and attend relevant meetings (within contracted hours) as required to ensure own continuing professional development.
- Conduct administration tasks within the department including the use of computers, video equipment and photocopiers.
- Keep provision maps for intervention and produce reports when necessary.

Health & Safety

- To promote and comply with the school’s policies on Equal Opportunities and Health and Safety both in the delivery of services and the treatment of others.

Safeguarding

The Holmesdale School is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by Holmesdale. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Child Protection Officer.

This job description reflects the policies agreed by the Governors. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time. This job description will be reviewed regularly and is an integral part of the appraisal and line management process.

Signed..... date.....

Signed..... date.....
 Headteacher