



## **JOB DESCRIPTION**

### **POST: Teaching Assistant**

Hours: Full time/Part time to suit successful candidate (term time only plus specified training days)

Salary: £11.00 per hour

Please note, the closing date for applications is Tuesday 4 July, with interviews taking place on Thursday 6 July.

### **PRINCIPAL RESPONSIBILITIES**

In this role the TA is accountable for the development of provision for ALS pupils throughout the school, ensuring that each pupil is positively encouraged to develop her potential to the full. They will work closely with, and support, staff to drive improvements in teaching and learning and curriculum matters for pupils on the ALS record.

Line Management: Accountable to: Headteacher/ SENDCo

Specific responsibilities include:

- a) To work with a range of ALS pupils on an individual, small group or whole class basis.
- b) To be aware of the individual needs of ALS pupils and deploy appropriate strategies, whilst encouraging inclusion and independence.
- c) To use dynamic differentiation to adjust learning tasks and resources, to meet pupil needs.
- d) To complement the work of and provide support to the class teacher with the general organisation and management of the classroom.
- e) To liaise with the teacher and pupil to identify, set, monitor and review targets and general progress.
- f) To work with the SENDCo, class teachers and outside agencies to plan and implement intervention with identified pupils.
- g) To undertake record keeping and marking in line with faculty guidance.
- h) To contribute to meetings with staff, parents, pupils and outside agencies.
- i) To foster positive relationships with pupils, their families and school staff.
- j) To deliver access arrangements.
- k) To support the smooth running of all aspects of ALS, including tasks identified in the ALS calendar.
- l) To undertake school supervisory duties.
- m) To participate in ongoing training, including performance management, in order to keep abreast of new developments.
- n) To ensure the safeguarding and welfare of pupils within the school.
- o) To act as a role model and promoting positive values and the school ethos.
- p) To undertake any reasonable additional duties requested by the SENDCo, Head teacher or governors.

The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once every two years and it may be subject to modification or amendment at any time after consultation with the holder of the post.