

Job Description

Job Title:	Teaching Assistant at Peacehaven Community School (Secondary)
Grade:	SAT 3
Responsible to:	SENDCo Assistant
Line Manager to:	Assistant Head and SENDCo

Purpose of the Job:

To assist in promoting the learning and personal development of the pupils with whom you work, to enable them to make best use of the educational opportunities available to them.

Main duties and responsibilities (Accountabilities):

Teaching and Learning

1. To work under the direction and guidance of the lead person to support children with identified needs in their educational and social / behavioural development. This work may involve working with individuals, a small group of children or the whole class.
2. To liaise with lead person regarding intervention outlined in 1 and to prepare materials as directed.
3. To work on the advice of outside agencies e.g. occupational therapists.
4. To assist the lead person in maintaining pupil records.
5. To support with pupil management inside and outside the classroom e.g. at lesson changeover times.

Specific Responsibility – Subject to change

1. To promote the acceptance and inclusion of the pupil(s) with SEND, encouraging pupils to interact with each other in an appropriate and acceptable manner.
2. To support pupils in developing social skills both in and out of the classroom.
3. To support the use of ICT in learning activities.
4. Ability to offer constructive feedback to reinforce self-esteem.
5. To take part in training activities offered by the school to further knowledge.
6. To be willing to support clubs within employed hours.
7. To accompany teacher and pupils on educational visits.
8. To carry out the above duties in accordance within the Children's Services Equal Opportunities policy

Standards and Quality Assurance

1. To support the aims and ethos of the school as a happy and caring school so that pupils can achieve their highest potential.
2. To attend INSET as identified by the lead person or by performance management.
3. To be proactive in matters relating to health and safety.
4. To set a good example in terms of dress, punctuality and attendance.

Other responsibilities

1. To prepare and present displays of students' work.
2. To assist in other clerical duties as requested which may include the preparation for meetings or photocopying.

This job description sets out the key outcomes required. It does not specifically detail the activities required to achieve these outcomes. This is a new post within an expanding Trust and the nature of this new role means that there will also be additional tasks and projects identified. In consultation with you, the job description may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Person Specification

Job Title: Teaching Assistant

Grade: SAT 3

Responsible to: Assistant Head and SENDCo

	Essential	Desirable
Qualifications	English, Maths and Science GCSE at C grade or above (or equivalent).	Evidence of other TA related qualifications and/or training courses.
Experience		Experience of working in school, preferably with KS2 or above, or in other child related roles. Experience in supporting those with SpLD(dyslexia), ASD or SLCN.
Skills, abilities and knowledge	Good command of the English language, with the potential to read and scribe fluently for pupils in public examinations. Understanding of pupils with learning difficulties. A willingness to learn. Understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety.	Experience of reading and scribing for pupils in public examinations. An understanding and knowledge of various need types, especially SpLD (dyslexia), ASD, SLCN and how to meet those needs. A particular specialism in mathematics or science subjects. Additional understanding of safeguarding issues relating to the vulnerability of pupils with SEN.
Personal qualities	Team player. Initiative. Communication skills. Commitment to the role.	