



ST PETER'S SCHOOL HUNTINGDON JOB DESCRIPTION

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

POST TITLE:	Teaching Assistant Level 2
HOURS WORKED:	28.75 hours per week, Monday to Friday, term time only
GRADE:	Grade 3 Point 5
RESPONSIBLE TO:	Special Educational Needs and Disabilities (SEND) Manager
PURPOSE OF JOB:	<ul style="list-style-type: none">• Foster, and encourage and expect others to foster, the school's ethos (Learn Aspire Exceed) in all our stakeholders at all times.• To support the progress of students

MAIN RESPONSIBILITIES:

SAFEGUARDING

Responsible for the safeguarding of students who are under their immediate care, following relevant school policies, reporting concerns promptly (including Health and Safety)

- To provide in-class support in lessons for SEND students.
- To implement 1-1 and small group interventions for students under the guidance of the SENDCO.
- To provide/maintain records on SEND students' progress and contribute to Statutory Reviews.
- To support teachers in the classroom. Liaise with teachers and up-date them on the individual needs of SEND students. To keep them informed of appropriate strategies to support and overcome their difficulties in the class room.
- To provide admin/clerical support, where required, in SEND department.
- To take part in departmental training. To have a working knowledge of SEND conditions and the appropriate strategies to support students with these difficulties.
- To mentor named students and provide details of progress to SENDCO.

GENERIC RESPONSIBILITIES:

- Take responsibility to deliver learning activities to small groups of students who would benefit from a different learning approach.
- Motivate and progress students' learning by using clearly structured, interesting learning activities
- Support class teachers to develop and prepare resources for learning activities in accordance with lesson plans and in response to student need.
- Provide detailed verbal and written feedback on lesson content, student responses to learning activities and student behaviour, to teachers and students.
- Be aware of, and support, difference and ensure all students have equal access to opportunities to learn and develop.

- Promote and support the inclusion of all students, including those with specific needs, both in learning activities and within the classroom.

2 ACHIEVEMENT

- Provide learning support to enhance learning and improve attainment across all years and all curriculum areas.
- With teachers, evaluate students' progress through a range of assessment activities.
- Assess students' responses to learning tasks and, where appropriate, modify methods to meet individual and/or group needs.
- Monitor students' participation and progress and provide constructive feedback to students in relation to their progress and achievement.
- Assist in maintaining and analysing records of students' progress.
- Contribute to programmes of observation and assessment as planned by the teacher and provide reports, evaluations and other information to assist in the provision of appropriate support for specific students.
- Report on students' progress and achievements at parents meetings, either through attendance at targeted meetings or input to Parents' Evenings.

3 BEHAVIOUR AND SAFETY

- Use behaviour management strategies, in line with the school's policy and procedures, to contribute to a purposeful learning environment and encourage students to interact and work co-operatively with others.
- Organise and safely manage the appropriate learning environment and resources.
- Promote and reinforce students' self-esteem and independence and employ strategies to recognise and reward achievement of self-reliance.
- Recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant college policies and procedures and making sure the individual/s involved understand it is unacceptable.
- Understand and implement child protection procedures in line with school policy and comply with legal responsibilities.
- Assist in maintaining good discipline of students throughout the school and escort and supervise students on planned visits and journeys as appropriate.
- Foster and maintain constructive and supportive relationships with parents/carers, exchanging appropriate information, facilitating support for their child's attendance, access and learning, and supporting home to college and community links.
- Assist teachers by, where appropriate, receiving instructions directly from professional or specialist support staff involved in the student's education. These may include social workers, health visitors, language support staff, speech therapists and educational psychologists.

4 LEADERSHIP AND MANAGEMENT

- To take responsibility for own professional development and support others.

5 OTHER

- To attend relevant in-service training.
- To be aware of school policies and procedures, including those relating to confidentiality.
- Attend and actively participate in staff meetings as necessary.
- Act as an extension of the school's pastoral system by supporting students and their welfare needs, acting as a co-tutor and liaising with pastoral teams.

In addition to the responsibilities described above, to carry out any other duties of a similar nature at the reasonable request of the Head Teacher.

This Job Description will be subject to regular review and any changes will be made in consultation with the post holder. The aim will always be to reach agreement on any changes but, if agreement is not possible, the Governing Body reserves the right to make the changes following consultation.

The academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Last Review Date: August 2019

Next Review Date: April 2020