

KING EDWARD VI ASTON SCHOOL

Job description for a Teaching Assistant

1. The Purpose of the Position

- i. Work on a 1-to-1 and small group basis with pupils identified as having additional learning needs with a focus upon developing inclusion, social skills, sensory understanding and emotional health and well-being.
- ii. Provide support for individual or small groups of pupils in timetabled lessons.

2. Line managed by

The Special Educational Needs Co-Ordinator

3. Line management responsibility for

None.

4. Payment

This is a part-time, term-time only position of 25 hours per week with a salary payable on Points 15-17.

5. Generic Responsibilities

- i. All individual members of staff have a responsibility for promoting and safeguarding the welfare of the children and young people they are responsible for or come into contact with on the school sites.
- ii. All staff must know about their roles and responsibilities under the terms of the school's Safeguarding Policy.
- iii. All staff should be aware of the cultural differences between students dealing with incidents of racism, homophobic bullying & gender stereotyping in accordance with agreed school procedures.
- iv. Staff must carry out their roles and responsibilities with due regard to their own, and others, health & safety.
- v. All staff must know what to do in the event of the fire alarm sounding.
- vi. All staff have a responsibility to report potential, or actual, health and safety issues, to the school's health and safety officer.
- vii. All staff are required to follow all agreed school policies and procedures and in particular the Staff Behaviour Policy.
- viii. Staff should at all times set an example of personal integrity and professionalism.

6. Responsibilities specific to the role

- i. Provide in-class support to identified pupils with additional educational needs.
- ii. Deliver suitable programmes of support to identified pupils, ensuring appropriate resources are used, on a 1-to-1 or small group basis.
- iii. Work collaboratively and supportively with other members of the Learning Support Department.
- iv. Maintain full and accurate records of the support provided for individual pupils.
- v. Contribute to, and participate in the assessment of pupils.
- vi. Write reports on individual pupils as required.
- vii. Liaise with and support the SENCO in ensuring the efficient provision of support to pupils, including attendance at meetings and training events as required.
- viii. Positively engage with the school's professional development programme as well as more specialised training relevant to the position.
- ix. Liaise with school staff and parents offering advice, support and progress reports on individual pupils.

This job description will be effective from October 2017

Name

Signed

Date