BIDDENHAM INTERNATIONAL SCHOOL & SPORTS COLLEGE

**JOB DESCRIPTION**

**Job Title:** Teaching Assistant

**Grade:** Level 2D (point range 4 to 6)

**Hours:** preferably 33 hours per week, across 5 days, term time only, including

school training days, but there is some opportunity for flexible start and

finish times between 07:45 and 16:00 Monday to Friday.

**Responsible to:** SENDCo

**Job Purpose:** To provide support to students with special educational needs.

# MAIN DUTIES AND RESPONSIBILITIES

* To work in conjunction with the Deputy Headteacher, Inclusion; the SENDCo; the Learning Support Co-ordinator / Inclusion Co-ordinator and Subject Teachers.
* To support the learning of individuals and groups of students with special educational needs, both within the classroom and in the Learning Support room, to enable them to have access to the whole school curriculum as their individual needs allow. This may include assisting students with physical disabilities or medical needs (eg: carrying bags/ICT equipment, helping students to change for PE, assistance with toileting etc.)
* To lead in the planning and delivery of interventions to meet individual student’s needs.
* To support students with special educational needs in internal/external examinations as directed by the SENDCo/Examinations Officer and determined by examination board regulations.
* To support other students in a classroom to enable the class teacher to work with the special needs student(s).
* In co-operation with the subject teacher, prepare resources to enable the students to better access the curriculum.
* To monitor progress and keep records of students’ progress.
* To make regular and timely contact with relevant parents or carers.
* To assist in drawing up reports for reviews.
* To attend meetings to report on students’ progress.
* To create, monitor and review Pupil Learning Plans and Pupil Passports for identified students with SEND.
* To be involved in the assessment of students’ educational needs.
* To carry out administrative/clerical tasks.
* To attend school INSET (eg: Professional Development Days) and further training sessions to develop knowledge and skills necessary to fulfil the role.
* To adhere to the Departmental Code of Conduct, especially in relation to confidentiality.
* To be flexible to cope with the changing demands of the department.
* To address all matters relating to health and safety especially with regard to the Learning Support base and to those using this area.
* To ensure that equality of opportunity, race equality, diversity and inclusion inform the implementation of duties/responsibilities.

**GENERAL**

* To be aware of and comply with policies and procedures relating to child protection and safeguarding, including PREVENT, health and safety, confidentiality and data protection reporting all concerns to an appropriate person.
* Anything else that the Headteacher might reasonably request or is required to ensure the job is completed.

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**PERSON SPECIFICATION**

**TEACHING ASSISTANT**

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| **Attributes** | **Essential** | **Preferred** |
| **Education/**  **Qualifications** | * 5 GCSEs including English and Maths, A\*-C or equivalent. | * Educated to A Level standard. * Educated to Degree standard. |
| **Experience** | * Evidence of work experience relevant to the main responsibilities of the post. * Have a background of working with young people. | * Previous experience of working in an educational setting. * Previous experience as a Teaching Assistant. * Evidence of successful experience working with challenging young people. |
| **Skills/**  **Knowledge/**  **Aptitude** | * Understanding of children’s educational and emotional needs. * Ability to work collaboratively with teachers and others. * Ability to take some responsibility in the delivery of learning/care/support programmes. * Ability to assist in the delivery of literacy and numeracy programmes. * Good inter-personal skills, written communication skills and organisation/time management skills. * Ability to work to deadlines. | * Ability to use ICT for recording, monitoring and reporting. * Ability to effectively support and work with parents and carers. |