

# Winsford Academy Job Description

<b>JOB TITLE</b>	<b>Teaching Assistant</b>		
<b>REPOSIBLE TO</b>	<b>SENCO</b>	<b>GRADE</b>	<b>5</b>

## BASIC JOB PURPOSE

1. To work with the SENCO, subject teachers and other school staff to contribute to the planning of lessons/work programmes and pastoral provision with specific regard to the transition and inclusion of pupils with special educational needs
2. To provide intervention and have a specialist focus as directed by the SENCO.
3. To provide direct support for pupils with special educational needs both in the classroom and in the wider context of the school.
4. To provide general support in classroom management and in the supervision of students, while maintaining a purposeful, orderly and supportive environment.
5. To support the teaching staff and work with other support staff to enhance the development and education of pupils in accordance with the aims and policies of the school.

	<b>MAIN RESPONSIBILITIES</b>
<b>1</b>	Using acquired skills, support and deliver learning activities and contribute to the development of work programmes to facilitate effective teaching and learning of the students with Special Educational Needs
<b>2</b>	Provide input into the planning and evaluation of learning activities for individuals and groups of pupils to enable the teaching staff to make informed decisions when developing their plans.
<b>3</b>	Supervise the activities of individuals or groups of pupils both in and out of the classroom (including educational visits) to ensure their safety and facilitate their physical and emotional development in accordance with the school's behaviour management policy.
<b>4</b>	To work 1:1 or in small groups with identified pupils under the direction of the class teacher, or SENCO both within and outside the subject classroom
<b>5</b>	To attend to and to implement the personal and physical needs of students including health and hygiene matters and to assist with lifting, manual handling and transfer of physically disabled pupils as required
<b>6</b>	To supervise SEN classes during the planned absence of members of SEN teaching staff
<b>7</b>	To cover for absent Learning Support TAs as directed

<b>8</b>	To contribute to and to attend meetings as required including departmental and those involving external agencies and those involving parents
<b>9</b>	To assist the General Teaching Assistants to ensure the differentiation of resources
<b>10</b>	To provide intervention in relation to the specific needs of individual students
<b>11</b>	To keep records for any pupils involved in non-subject based interventions and maintain awareness of targets and current attainment of pupils
<b>12</b>	To liaise with the Dyslexia Specialist teacher and other staff as required
<b>13</b>	To monitor individual pupils' progress, achievement and development and report to the SENCO to inform decisions taken regarding learning plans and Health Care Plans or risk assessments
<b>14</b>	To assist with the implementation of access arrangements for individual students liaising with the Lead TA as necessary
<b>15</b>	To take part in Performance Management
<b>16</b>	To take responsibility of one's own training needs; attending INSET training and to attend relevant external courses as necessary
<b>17</b>	To undertake lunchtime supervisory duties as directed by the HLTA.
<b>18</b>	To actively safeguard and promote the welfare of children at all times.
<b>19</b>	To ensure that all activities undertaken are done so safely and to report any unsafe practices or conditions identified as soon as possible to a line manager
Notwithstanding the detail in this job description the job holder will undertake such work as may be determined by the Principal/Governing Body from time to time, up to or at a level consistent with the main responsibilities of the job.	

Signed acceptance by Post Holder (sign)	
Name of Post Holder (print):	
Date:	