

THE FALLIBROOME ACADEMY – JOB DESCRIPTION

JOB TITLE:	Teaching Assistant	JOB REF:	TFA (TA 002)
RESPONSIBLE TO:	SENCO Manager	GRADE:	5 (SCP 7-11)

BASIC JOB PURPOSE

To work with subject and class teachers and to contribute to the planning of lessons/work programmes with specific regard to the inclusion of pupils with a physical, emotional or behavioural difficulty

To provide direct support for pupils with physical and emotional needs both in the classroom and in the wider context of the school

To provide general support in classroom management and in the supervision of students, while maintaining a purposeful, orderly and supportive environment

To contribute to the overall ethos, work and aims of the school

MAIN RESPONSIBILITIES

1	To support the teaching and learning (T&L) of teaching groups as well as the specific needs of particular statemented pupils
2	To establish and maintain good relationships with all students, parents/carers, colleagues and other professionals
3	To work with subject and class teachers across all key stages and to contribute to the planning of lessons/work programmes and to contribute to the monitoring of their impact with regard to the inclusion of pupils with physical, emotional or behavioural difficulty
4	To assist with differentiation of resources where appropriate
5	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
6	To provide specialist intervention in relation to the specific needs of individual students e.g. units of Sound; physiotherapy while applying detailed knowledge of particular types of special needs acquired through previous experience
7	To supervise Learning Support (LS) classes during the planned absence of members of LS department staff
8	To supervise and support pupils to ensure their safety and access to learning and facilitate their physical and emotional development in accordance with the school's behaviour management policy
9	To contribute to and to attend meetings as required including departmental and those involving external agencies and those involving parents
10	To keep records for any pupils involved in non-subject based interventions and maintain awareness of targets and current attainment of pupils
11	To liaise with the IRC manager and Pastoral Support Centre staff as required

12	To assist with fostering good links between home and school, communicating regularly with parents/carers of pupils with statements and other pupils with particular needs and advising the Learning Support Department about on-going issues
13	To accompany where necessary, departmental trips and give advice regarding the specific needs of individual pupils liaising with the Lead TA to ensure additional cover is provided as required
14	To use ICT effectively to support learning activities and develop students 'competence and independence in its use
15	To monitor individual pupils' progress, achievement and development and report to the SENCO and/or teaching staff to inform decisions taken regarding Access plans and Personal Care Programmes
16	To assist with the implementation of access arrangements for individual students liaising with the appropriate teacher or TA
17	To provide specialist intervention in relation to the specific needs of individual students e.g. Units of Sound and Physiotherapy
18	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
19	To take part in Performance Management
20	To take responsibility of one's own training needs; attending INSET training and to attend relevant external courses as required
21	To undertake lunchtime supervisory duties as directed by the Lead TA
22	To cover for absent Learning Support colleagues as directed (Teachers and TAs)
23	To actively safeguard and promote the welfare of children at all times.
24	Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times
25	Ensure all duties and responsibilities are undertaken in line with the school's Health and Safety policy
26	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 be required to undertake such work as may be determined by the Headteacher/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:	