

**Teaching Assistant Level 3 Job Description**

**JOB PURPOSE:**

To work with teachers as part of a professional team to organise and support teaching and learning activities for students with SEND. The primary focus is to work with classes, groups and individuals under the direction and supervision of a qualified teacher. The individual provides specialist learning support for our students who all have an EHCP and are identified as having SEND; including complex and multiple special education needs, in a broad range of different learning situations and settings. The post holder also plans, organises and undertakes other related duties to fully support and underpin learning, personal and social development.

**KEY DUTIES:**

**Support for Students**

* Provide specialist support to students’ with severe learning, behavioural, communication, social, sensory or physical difficulties.
* Establish rapport and respectful, trusting relationships with students, acting as a role model and setting high expectations.
* Promote self-esteem and independence amongst students.
* Ensure students’ safety and welfare.
* Attend to students’ personal needs including toileting, hygiene, dressing and eating, as well as help with social and health matters.
* Promote inclusion and acceptance of all students in the classroom by encouraging them to interact with each other and to engage in activities led by the teacher.
* Support the implementation of Personal Learning Plans & Behaviour Plans.
* Work with students on therapy or care programs, designed by a therapist/care professional.
* Liaise with staff and other relevant professionals and provide specialist support/advice to meet the needs of students.
* Use detailed knowledge and specialist skills to plan and support students’ learning, assess the progress of students, provide feedback to students themselves, teachers, parents and agencies as appropriate.
* Be capable of undertaking cover supervision for the teacher occasionally.

**Support for Teachers**

* Establish constructive professional relationships with colleagues, parents and carers and multi-agency professionals.
* Deliver specified work to individuals and small groups; modifying and adapting activities as necessary that take into account students’ barriers to learning and any strategies to overcome them.
* Use teaching and learning objectives to plan, evaluate and adjust the delivery of lessons/work plans, as appropriate within agreed systems of supervision.
* Prepare, maintain and use equipment/resources required to meet the lesson plans/learning activity and assist students in their use.
* Monitor students’ responses to learning activities and achievement as directed.
* Assess, record and report on development, progress, attainment and achievement of students and provide detailed feedback to teachers.
* Undertake student record keeping as requested.
* Assist with the collation of students’ reports as requested by the teacher. This may involve data input.
* Support the effective use of ICT in learning activities and develop students’ competence, independence and online safety in its use.
* Promote good student behaviour; providing positive behaviour support in line with school behaviour policies. Assisting in the development and implementation of appropriate positive behaviour support plans.
* Maintain a purposeful, orderly and supportive environment by monitoring students conduct and behaviour and intervene to resolve highly complex, difficult or very challenging issues.
* Assist with the display of students’ work in the classroom and around school.
* Provide clerical/administrative support for teacher’s e.g. photocopying, filing, collecting money, procurement of resources, checking deliveries and maintaining records/inventories.

**Support for the School**

* Knowledge and compliance with policies and procedures relating to safeguarding & child protection, health & safety,confidentiality & data protection, reporting all concerns to an appropriate/designated person.
* Contribute to the overall work, smooth running and ethos of the school.
* Appreciate and support the role of other people in the team.
* Attend and participate in meetings as required including open evenings and parents evenings.
* Improve one’s own practice through training, self-evaluation and performance management.
* Assist with the supervision of students out of directed lesson time, including before and after school and at lunchtime, within working hours.
* Accompany teaching staff and students on visits, trips and out-of-school activities as required and take responsibility for a group under the supervision of a teacher.

**Contacts**

* Teaching and other staff in the School.
* Students.
* Parents/relatives/carers.
* Professionals from other agencies e.g. social care, peripatetic services.
* Educational Psychologists and other education or health care professionals.

**Control of Resources (human, financial, material):**

* Classroom/subject resources and equipment as allocated.

The Cavendish High Academy is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including

an enhanced DBS check.

This is a description of the main duties and responsibilities of the post at the date of production.

The duties may vary or change over time as requirements and circumstances change without changing the general character of the post or level of responsibility entailed.

The person in the post may also have to carry out other duties as may be necessary from time to time.