



# Holbrook Academy

## Teaching Assistant Job Description and Person Specification

<b>NAME</b>	
<b>JOB TITLE</b>	<b>Teaching Assistant</b>
<b>LINE MANAGER</b>	<b>SENCO</b>
<b>HOURS</b>	
<b>SALARY</b>	

### **KEY RESPONSIBILITY :**

To support students with special educational needs including those with disabilities and other students with specific learning difficulties to access their learning.

### **SPECIFIC RESPONSIBILITIES:**

1. To support students in lessons, in small groups and in one to one sessions under the direction of the SENCO.
2. To be a key worker for a number of students and take responsibility for overseeing their individual education plan and monitoring their statements and setting targets.
3. To communicate with other staff, including support staff and teachers, and update them with regards to students you support.
4. Attend annual reviews and meetings regarding student needs, at the direction of the SENCO.
5. Keep precise records in order to measure and monitor progress and share information with the student, parents and teachers.
6. Assist in the provision, modification and differentiation of resources, using specialist software as required.
7. Support students with physical disabilities according to their needs using appropriate equipment and programmes provided by the health professionals.
8. Promote physical, social, emotional, and educational learning and independence.
9. Assist the classroom teacher to ensure that the aims and objectives of the lesson are achieved for the students you are working with.
10. Attend morning briefings and registration; attend Professional Development days as required.
11. Assist with events connected with the curriculum, including school trips, which may occur out of school hours, and residential trips.

12. Undertake relevant training as required and disseminate good practice across student support services.
13. Liaise and maintain positive relationships with outside professionals, such as Outreach Support, advisory teachers and Mobility Officers among others.
14. Hold meetings with parents when necessary and maintain positive home/academy communication at the direction of the SENCO.
15. Act on academy policies, procedures, child protection and relevant legislation.
16. Support and promote the caring ethos of the academy.
17. Any other duties consistent with this job description required by the Headteacher.

### **PERSON SPECIFICATION**

1. Excellent ICT skills for adapting resources.
2. Minimum GCSE grade C in English and maths.
3. Experience of working with people with a physical disability including safe manual handling.
4. Excellent communication skills to work with colleagues, students, parents and external agencies and an awareness of the need for sensitivity and confidentiality.
5. A clear understanding of a range of learning difficulties.

Each Teaching Assistant post has an additional responsibility of Literacy, Numeracy or Curriculum support and in addition to the above, the post holder for each has the following responsibilities:

### **Teaching Assistant - Literacy**

1. To manage the literacy support programmes for students whose literacy skills are not in line with their biological age or are experiencing specific literacy issues such as dyslexia.
2. To coordinate and deliver small group literacy support programmes.
3. To keep accurate and up to date records detailing progress students are making and sharing this with relevant staff including Director of Student Support and teaching staff.
4. To liaise with the academy literacy coordinator to develop inclusive initiatives and programmes to improve literacy of all students and specific cohorts (such as boys, SEN, pupil premium etc.)

### **Teaching Assistant – Numeracy**

1. To manage the numeracy support programmes for students whose literacy skills are not in line with their biological age or who are experiencing specific issues with numeracy.
2. To coordinate and deliver small group numeracy support programmes.
3. To keep accurate and up to date records detailing progress students are making and sharing this with relevant staff including Director of Student Support and teaching staff.
4. To liaise with the academy numeracy coordinator to develop inclusive initiatives and programmes to improve numeracy of all students and specific cohorts (such as boys, SEN, pupil premium etc.)

### **Teaching Assistant – Curriculum**

1. To deliver support to students across the curriculum and coordinate and deliver small group support sessions as identified by the Director of Student Support.
2. To keep accurate and up to date records detailing progress students are making and sharing this with relevant staff including Director of Student Support and teaching staff.
3. Alongside the Director of Student Support to develop inclusive initiatives and programmes to improve outcomes of all students and specific cohorts (such as boys, SEN, pupil premium etc.)