



Stockport School

Job Description

Teaching Assistant

Salary: Scale 3
Hours: Up to 28.33 hours per week, Term time only
Post reports to: Director of SEN (SENCO):
Deputy Headteacher/Senior Line Manager:

Main purpose of the job

- To Support students who have a Special Educational Needs Education Health Care Plan (EHCP): cognition and learning; emotional and behavioural difficulties.
- To assist the class teacher and other staff in carrying out an appropriate planned programme of work to meet the needs of the particular children enabling him/her to reach full potential.
- To assist the child's integration into the rest of the class/group.
- To encourage and support the learning process of the child both on one-to-one basis and within a group.
- To assist in the monitoring of the child's performance and to report progress.
- To provide feedback to enhance the child's self esteem and to encourage acceptable behaviour.
- To care for the safety, welfare and hygiene of the child.
- To liaise effectively with all staff in the school.
- To cover as required for absent colleagues within the SEN department.

Summary of the Responsibility and personal duties

Key Areas

Curricular Activities

- To work with the child individually or in a group on a programme of activities planned and directed by the teacher.
- To work with other children, where it is in the child's interest to work individually with the class teacher or to develop independent learning.
- To work with SEN students to support and develop their reading skills.
- To provide alternative differentiated tasks for statemented students when appropriate.
- To facilitate Access Arrangements for examinations for SEN students by acting as reader/scribe and invigilator.
- To provide reports and attend review meeting as required.

- To liaise and communicate with outside agencies as required.

Support for Children with Emotional and Behavioural Difficulties

- To help the child to focus his/her attention and keep on the task.
- To help the child develop positive relationships with other children and adults.
- To be ready to listen to the child and offer appropriate support when necessary.
- To use techniques of reward and time out as part of a behavioural programme.
- To provide information for behavioural records and report back as required.
- To liaise with parents/carers where appropriate
- To support and implement school behaviour policy
- To undertake such other duties related to the school and appropriate to the school.

Health and Safety

- Co-operate with the employer on all issues to do with Health, Safety & Welfare.

Continuing Professional Development

- In conjunction with the line manager, take responsibility for personal professional development.
- Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Performance Management process - evaluating and improving own practice.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

Job description agreed correct by:

Postholder:

Signed: Date.....

Supervisor/line manager:

Signed: Date.....