

# Saint Ambrose College

## Job Description



<b>Role Title</b>	Teaching Assistant TA3 (SEN)
<b>Purpose of the role (job statement)</b>	To work under the guidance of SENDCo /teaching staff / senior staff and within an agreed system of supervision, to implement agreed work / care /support programmes with individuals / groups, in or out of the classroom.
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>Supervise and provide support for students, particularly those with special needs, ensuring their safety and access to learning activities. Assist with the development and implementation of Access Plans and personal care programmes.</li> <li>Establish constructive working relationships with student(s), acting as a role model and setting high expectations.</li> <li>Promote the inclusion and acceptance of all student(s) within the classroom.</li> <li>Support student(s) consistently whilst recognising and responding to their individual needs.</li> <li>Encourage student(s) to interact and work co-operatively with others and engage student(s) in activities.</li> <li>Promote independence and employ strategies to recognise and reward achievement of self-reliance.</li> <li>Provide feedback to student(s) in relation to progress and achievement.</li> <li>Provide specialist support to students with special educational needs, for example, learning, behavioural, communication, social, sensory or physical difficulties.</li> <li>Support students in social and emotional well-being, reporting problems to the teacher/ SENDCo / pastoral staff as appropriate.</li> </ul> <p><b>SUPPORT FOR THE TEACHER</b></p> <ul style="list-style-type: none"> <li>Work with the teachers to establish an appropriate learning environment.</li> <li>Work with the teachers in lesson planning, evaluating and adjusting lessons / work plans as appropriate.</li> <li>Monitor and evaluate student responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.</li> <li>Provide objective and accurate feedback and reports, as required, to the teachers on student achievement, progress and other matters, ensuring the availability of appropriate evidence.</li> <li>Be responsible for keeping and updating records as agreed with the SENDCo / teachers and contributing to reviews of systems / records as requested.</li> <li>Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.</li> <li>Liaise sensitively and effectively with parents / carers as agreed with the teacher / SENDCo within your role / responsibility and participate in feedback sessions / meetings with parents, or as directed.</li> <li>Scribe assess routine tests and invigilate exams / tests.</li> <li>Provide general clerical / admin support e.g. administer coursework, produce worksheets for agreed activities etc.</li> </ul> <p><b>SUPPORT FOR THE CURRICULUM</b></p> <ul style="list-style-type: none"> <li>Implement agreed learning activities / teaching programmes, adjusting activities according to student responses / needs.</li> <li>Support the use of ICT in learning activities and develop students' competence and independence in its use.</li> <li>Help students to access learning activities through specialist support.</li> </ul>



- Determine the need for, prepare and maintain general and specialist equipment and resources.

### SUPPORT FOR THE SCHOOL

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- Contribute to the overall Catholic ethos / work / aims of the school.
- Establish constructive relationships and communicate with other agencies / professionals / parents, in liaison with the SENDCo, to support achievement and progress of students.
- Attend and participate in regular meetings.
- Participate in training and other learning activities as required.
- Undertake planned supervision of students' out of school hours learning activities.
- Supervise students on visits, trips and out of school activities as required.
- To undertake other duties, commensurate with the role.
- Assist with the supervision of students in non-teaching times, including before and after school and at lunchtime.

### OTHER

- Compliance with safety rules and procedure as laid down in their area of activity.
- Ensuring that they take reasonable care of their own health and safety and hence avoid injury to themselves and to others by act or omission whilst at work.
- Using protective clothing or clothing as may be provided.
- Reporting promptly all sickness, accidents, unsafe working conditions or practices and dangerous occurrences of which they are aware.
- Co-operating with the Principal in the fulfilment of the objectives of the school Health & Safety policies.

### Indicative knowledge, skills and experience

See Person Specification

#### Health and Safety

Co-operate with the employer on all issues to do with Health, Safety & Welfare. To keep First Aid Certificate up to date if relevant to your position

#### 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.

#### Note

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 Principal or the incumbent of the post.