

Chislehurst School for Girls

Teaching Assistant

Generic Job Description

Part 1

Name:

Post: Teaching Assistant

Line Management: Assistant Headteacher SENCO

Part 2

The main activities pertaining to this post are:

To assist students with various learning strategies, behaviour, study skills and homework assignments.

To work with designated students identified with SEND Manager and Head of Faculty, so that they achieve or exceed their potential. To use in house data tracking of students to assist in this.

3 Curriculum

To provide direct classroom support for those children who have been identified as having Special Education and Disability Needs. Withdrawing the students from the classroom at the request of the teacher in consultation with SEND Manager and subject leader, when appropriate.

If the child is absent from a lesson to provide support to other students within the lesson, who may or may not be subject to a statement of support, unless directed to support a student elsewhere by the SEND Manager.

To deliver a structured programme of work to groups of students in support sessions for groups of students as identified by the SEND Manager. Communicating with subject teacher on content of the lesson, as appropriate.

4 Student Performance

To act as a reader or scribe for students in exams as appropriate.

To provide feedback to Assistant Head SENCO, SEND Manager and relevant Head of Faculty, on the progress of individual students and/or any concerns regarding student/s.

Provide feedback to the Annual Review's of student/s and attend Review meetings if appropriate.

5 Other Responsibilities

To follow all policies, in particular school guidelines on Child Protection and Confidentiality, Equal Opportunities and Health and Safety.

To attend school and faculty training sessions where appropriate i.e. Child Protection Training.

To accompany students on school trips when required in liaison with the SEND Manager/Head of Faculty.

On first day of absence, to follow absence reporting procedures and inform H R Officer and SEND Manager by 7.30 a.m. at the latest, regarding arrangements, reasons for absence and any issues for working day re students and/or timetable.

If leave of absence is required for reasons other than CPD, to request this following agreed school procedures.

Annual changes to contracted hours or days of work should be discussed with the SEND Manager in the first instance so that the smooth running of the SEND team.

Undertake training as necessary and appropriate.

Within a wider context:

- a contributing positively to the whole-school ethos of Chislehurst School for Girls, in line with the School Aims;
- b to carry out a share of supervisory duties in negotiation with the Assistant Headteacher, with responsibility for duties;

Undertaking other duties as may reasonably be expected.

To participate in the school policy of appraisal and staff development.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Prepared by: _____ **Date:** _____

Acknowledged by: _____ **Date:** _____

NB This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment after consultation with the post holder.