



Job Description

Post Title: Teaching Assistant

Job Grade: H2

Responsible to: Director of Inclusion

Job Purpose: To support students with special educational needs and enable them to have access to the wider curriculum

Teaching Assistant - Core Activity

- a) **General in-class support** (as directed)
- **individual students** with additional targeted funding (Statements and EPF)
 - **students with IEPs/Data** at SEN Code School Action & School Action (+)
 - **whole group support** (lower sets) targeting access to learning, emotional support, behaviour management
 - **Individual withdrawal** and **small group** work as directed by subject teacher
 - To support small group and individual Language/Literacy/Numeracy support programmes (as required)
 - To respond to pupil emotional and educational issues (as required)
- b) **Liaison** with:
- **subject teachers** – joint lesson planning, feedback, behaviour monitoring & organising and supervising differentiated tasks
 - **pastoral support staff** – monitoring and mentoring students displaying emotional & behavioural concerns
 - **Speech and Language therapist** - monitoring and mentoring students
 - **Pupil Observations** – supporting essential SEN identification and ‘Records’ including:
 - **Contribution to IEPs & Review, Parent meetings, Statement Reviews PSPs, LAC Reviews, PEPs etc.**
 - Outside Agencies as required
- c) **Contribution to:**
- **SEN documentation** including: the SEN register, IEPs, Data Sheets PEPs, LACs, & PSPs
 - **Parent meetings and SEN Reviews**
 - **KS4 & Post 16 College links**
- d) **Mentoring & nurturing** – being available to support emotionally vulnerable students in the TLC

- e) **Behaviour management** – supporting students with ‘special timetable arrangements’, modified timetables and reduced timetables in TLC
- f) **Home/School Links** – to support families at parents meetings and statutory reviews
- g) **Special Examination Arrangements** –
 - invigilation, including extra time
 - medical special arrangements (in school)
 - reading examinations papers
 - acting as amanuensis
 - off-site invigilation (Home & Hospital)
- h) **Involvement** in ‘in-house’ department and whole school INSET Days and other SEN training opportunities, including SEN London (NASEN)
- i) **Support school trips and visits** – support SEN pupils on school visits where possible

Key School Organisational Responsibilities

Specific Role: Core T.A. Tasks and the following:

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- To liaise with the SENCO (as required)
- To support small group and individual Language/Literacy/Numeracy support programmes
- To respond to emotional and educational issues including ‘time out’, when issues arise in class
- To liaise with the **members of the T.A. Team** concerning specific pupils/classes etc. (daily)
- To support Public and school Examinations for S&L students including reading, extra time and occasional amanuensis duties by liaison with Mrs Braithwaite (if required)
- To liaise with subject teachers regarding pupil progress and behaviour management issues (as required)

If you have an area of specialism, we welcome applicants from all fields.

Please note that Longdean School operates a no smoking policy