

Job Description

Job Title	TEACHING ASSISTANT		
Location	TAVISTOCK COLLEGE		
Reporting to	SENDCO		
Post Number		Grade	C
Directorate/Section	Tavistock College		
Effective date of JD		JE Job Number	

PURPOSE OF JOB

To work under the direct instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for students and to assist the teacher in the management of students and the classroom. Interventions may be carried out in the classroom or may regularly take place outside the main teaching area. Undertaking group work and ensuring the welfare and development of students and to meet the needs of students with special educational needs and disabilities.

RESPONSIBILITIES

- To work under instruction/guidance to enable access to learning by
 - Implementing literacy/numeracy programmes
 - Assisting with the planning cycle.
 - Attending to the welfare and personal care of students including those with additional needs
 - Delivering pre-determined learning/care/support programmes
- Using strategies, in liaison with the teacher, to support students to achieve learning goals. Supervising and providing particular support for students, including those with additional needs, ensuring their safety and access to learning activities. Establishing constructive relationships with students and interacting with them according to individual needs. Encouraging students to interact with others and to engage in activities led by the teacher.
- To supervise an individual or small group of students within a class or outside the main teaching classroom under the overall control of the teacher.
- Monitoring students responses to learning activities and accurately recording achievement/progress as directed.
- Providing detailed and regular feedback to teachers on students' achievement, progress, problems etc.
- Creating and maintaining a purposeful, orderly and supportive environment, in accordance with lessons plans.
- Assisting with the display of students' work.
- Administering routine tests and delivering of as necessary Access Arrangements.
- Assisting with the development and implementation of Individual Learning Plan/Behaviour Plans and Personal Care Programmes. To access, monitor and record student's progress in relation to ILP's, and to feedback to the SENDCo/teacher with regards to student's progress and the success of ILP's, including making recommendations for alterations to improve the effectiveness of ILP's

Job Description

- Promoting the inclusion and acceptance of all students. Setting challenging and demanding expectations and promoting self-esteem and independence.
- To assess, monitor and record student's progress, health, behaviour and general wellbeing. To feedback any information (including concerns) regarding the well-being and educational needs of student to the appropriate member of staff. To be aware of confidential issues linked to home/student/teacher/college work and to ensure the confidentiality of such sensitive information.
- To remain aware and work within all relevant college working practices, policies and procedures.
- To attend staff meetings and college-based INSET as required.
- To be aware of and work in accordance with the college's child protection policies and safeguarding policies, and to raise any concerns with relevant member of staff relating to such procedures which may be noted during the course of duty.
- To be aware of and adhere to applicable rules, regulations, legislation and procedures including the college's Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, GDPR).
- To undertake other duties appropriate to the grading of the post as required.
- To maintain confidentiality of information acquired in the course of undertaking duties for the department.

Support the Curriculum by:

- Undertaking structured and agreed learning activities/teaching programmes and adjusting activities according to student responses.
- Undertaking programmes linked to local and national learning strategies e.g. literacy, numeracy, KS3, recoding achievement and progress and feeding back as required.
- Supporting the use of ICT in learning activities and developing students' competence and independence in its use.
- Preparing, maintaining and using equipment/resources required to meet the lesson plans/relevant learning activity and assisting students in their use.

Support the College by:

- Being aware of and supporting difference and ensuring all students have equal access to opportunities to learn and develop.
- Contributing to the overall ethos/work/aims of the college.
- Appreciating and supporting the role of other professionals.
- Attending relevant meetings as required.
- Participating in training and other learning activities and performance development as required.
- Assisting with the supervision of students out of lesson times, including before and after College and at lunchtimes as required.

Job Description

- Accompanying teaching staff and students on visits, trips and out of college activities as required and taking responsibility for a group under the supervision of the teacher.

PERSON SPECIFICATION

Category	Requirement	Essential/Desirable
Education / Training	Experience of a range of intervention programmes in literacy and numeracy	Essential
	Good numeracy/literacy skills	Essential
	Experience of working with and supporting SEND students	Desirable
	Requirement to participate in training/development as/when identified by line manager as essential for performance of the post	Essential
	Willingness to participate in other development and training opportunities	Essential
	Training in the relevant learning and strategies e.g. literacy	Essential
Experience	Working with or caring for student of relevant age.	Essential
	Working with or caring for student with communication needs.	Desirable
Knowledge	Basic understanding of child development and learning	Essential
	Understanding of relevant policies/codes of practice and awareness of relevant legislation	Desirable
	Display and awareness, understanding and commitment to the safeguarding and protection of student	Desirable
	General understanding of national/foundation stage curriculum and other basic learning programmes	Desirable
Skills/Abilities	Ability to effectively use ICT to support learning, or to undertake training to do so.	Essential
	Ability to self-evaluate learning needs and actively seek learning opportunities.	Essential
	Ability to relate well to student and adults.	Essential
	Patient, positive, enthusiastic and friendly approach	Desirable
	Ability to work constructively as part of a team, to understand classroom roles and responsibilities and own position within those	Essential
	Ability to use other technology to support learning – e.g. video, Ipad, Ipod, PC	Essential