



LODE HEATH SCHOOL

part of
Arden Multi Academy Trust



JOB DESCRIPTION

Post Title:	Teaching Assistant	Salary Grade:	C
Location:	Lode Heath School	Salary Range:	8-14
Department:	SEN	Weeks:	39 per year
Responsible to:	Assistant SENCO SENCO Headteacher Governors	Hours:	22.5 per week

JOB PURPOSE

To support children with Special Educational Needs within the School as directed by the SENCO.

To assist the SENCO in the administration of the Code of Practice and the department generally.

WORK PERFORMED

Supporting Students:

- To be responsible for and supporting named students with EHC Plans
- To be aware of the specific needs of the students, and how to meet them & communicate that will colleagues
- To aid the effective learning and progress of children by:
 - Clarifying and simplifying instructions
 - Ensuring students are able to use the materials provided and amending them if necessary
 - Motivating and encouraging students
 - Assisting in areas of weakness such as handwriting, reading, spelling
 - Helping students to complete homework and classwork
 - Encouraging the students to develop independent learning habits
- Liaising with teachers/ SENCO to devise suitable alternative learning activities/ interventions, if required
- Assist students with personal hygiene routines
- Delivering intervention programmes – literacy/ numeracy/ reading & measure the impact of this work

Supporting Teachers:

- To work with teaching colleagues to:
 - Review schemes of work
 - Differentiate work for all ranges of abilities and prepare appropriate resources
 - Plan and negotiate with staff to remove barriers and address any difficulties experienced by children with Special Educational Needs
- To support the ongoing improvement of students' learning experience
- To assist the teacher with learning activities generally in the classroom

Supporting the SENCO:

- Keeping records of pupil progress and work undertaken

- Administer baseline testing
- Helping to update the SEN register
- Contribute to the collection of information for reviews of pupil progress
- Communicating with parents/ carers and other professionals as appropriate
- To attend relevant in-service training.
- Attending regular departmental meetings to monitor the work of the department.
- Attending staff briefings (if in school)

SAFEGUARDING RESPONSIBILITIES

The post holder is responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults she/he is responsible for or comes into contact with all staff.

FINANCIAL RESPONSIBILITIES

N/A

BUILDINGS AND EQUIPMENT RESPONSIBILITIES

To ensure safe and proper use of equipment.

TRAINING AND DEVELOPMENT

The School is committed to personal and organisational development of the individual. The post holder will be encouraged to contribute to identify and meet job related development needs.

SPECIAL CONDITIONS OF EMPLOYMENT

- The School operates a 'Non Smoking' policy. As such, the post holder is required to refrain from smoking in any School workplace.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.
- Support the School's implementation of all other current statutory requirements, e.g. Disability Discrimination Act, Access to Work, Equal Opportunities, Child Protection etc.

GDPR & DATA PROTECTION As an employee of the School, the post holder is expected to comply with the provisions of the Data Protection Act (GDPR) 2018. As part of your application to join us, we will gather and use information relating to you. For further details and the recruitment privacy notice please visit www.lodeheathschool.co.uk/gdpr.

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 reviewed by: L Suddon

Date: June 2022