**Job Title:** Teaching Assistant

**Salary Point:** Grade E 10-14 depending on experience (£21,332 - £23,080 pro rata)

**Hours:** 32 ½ hours per week, term-time only

**Job Purpose** ‐ To work with teachers to support teaching and learning, providing support to the teacher in all aspects of the curriculum, age range or additional needs. To take personal responsibility for specific tasks or pupils delegated by Teacher or Head Teacher.

**Key responsibilities**

Under direction and supervision of a qualified teacher and the SENCO, contribute to educational work and learning activities via:

* Planning of lessons and activities
* Preparation of materials and equipment
* Delivery and modify/adapt as necessary
* Assessment of needs
* Reporting on achievement
* Support the work of teaching assistants and volunteers in the classroom
* Liaise with parents, external professionals/agencies
* Assess, record and report on development, progress and attainment as agreed with the teacher
* Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved to the attention of the teacher
* Plan and evaluate specialist learning activities with the teacher, writing reports and records as required
* Select and adapt appropriate resources/methods to facilitate agreed learning activities
* Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
* Share information about pupils with other staff, parents/carers, internal and external agencies, as appropriate
* Meeting the national occupational standards (NOS) in Supporting Teaching and Learning level 3 and NVQ level 3 or equivalent relevant qualification.
* To have a working knowledge of current
* School/National curriculum
* School/National assessment procedures
* Intervention strategies/programmes
* SEND Code of Conduct
* Relevant school policies
* To comply with all relevant legislation and school policies and procedures.
* To undertake additional duties as required by the Head Teacher commensurate with the grading and nature of the post.