

## **General Teaching Assistant – Grade 4**

Job Description April 2020

Working with the SENCO the General Teaching Assistant has the following responsibilities:

### Team responsibilities

- q Work with the SENCO, Teachers, The Learning Support Team, Heads of House, OLC and other professionals and agencies to effectively manage the learning of students with additional needs
- q Contribute to the understanding of SEN and contribute to the development of SEN provision, policy and practice across the whole school
- q Be involved in the delivery of staff training with a particular reference SEN
- q Encourage inclusive practice in learning and teaching across the team and throughout the school
- q Ensure effective communication and feedback about learning and progress which inform future planning and provision for students with additional needs.
- q Maintain and develop up-to-date knowledge of national and local initiatives with respect to SEN provision and practice
- q Contribute to the development of programmes which support students with additional needs.
- q Ensure that the needs of students with additional needs are communicated to their teachers
- q Attend staff and other meetings and participate in staff training in line with contracted hours

### SEN provision

- q Contribute to the development of provision for students with additional needs
- q Contribute to IEPs for students with additional needs
- q Monitor, evaluate and review the progress of students with additional needs.
- q Liaise with external agencies as appropriate
- q Advise colleagues on appropriate strategies to use with students with additional needs

### Day to Day responsibilities

- q Assist teaching staff in the delivery of learning and intervention activities.
- q within lessons so that their intellectual and social development (including self-reliance, self-esteem social interaction and positive behaviour) is fostered as required and directed through the SENCO

- q Provide input into the planning, evaluation and modification of learning activities for individuals and groups of pupils to meet the needs of students with additional needs and to enable the teaching staff to make informed decisions when developing their plans.
- q Deliver appropriate support and supervise the activities of individuals or groups of pupils both in and out of the classroom (including educational visits) to ensure their safety
- q Attend to the personal, social, emotional and physical needs of students so that their well-being is maintained.
- q Maintain accurate and up to date records using SIMS, SEN tracker, Strategy sheets, IEPS etc
- q Interpret and anticipate pupil's behaviour and respond in line with school policy
- q Liaise with parents and carers and be a point of contact for students with additional needs
- q Ensure that students with additional needs with a particular reference to students with physical disabilities have access to learning, are included as far as possible within mainstream provision and make good progress
- q Contribute to the break duty rota
- q To contribute to the school Mentoring Programme

#### Progress achievement and attainment of students

- q Monitor, evaluate and review the achievements, progress and attainment of students, particularly those with additional needs, using SIMS
- q Work with students, home, subject leaders, class teachers with tutorial and pastoral responsibilities to ensure realistic and challenging expectations of progress, attainment and achievement is set for students with additional needs.
- q Support developments and initiatives to improve standards in literacy and numeracy as well as access to the wider curriculum.
- q Contribute to the review of IEPs and support plans with students, parents, and teachers and agree and communicate new targets.

*Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not have been identified. Job holders will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.*

*Notwithstanding the detail in this job description, in accordance with the school's Flexibility Policy the job holder will undertake such work as may be determined by the Head teacher/Governing Body from time to time, up to or at a level consistent with the Principal Responsibilities of the job.*