



Job Description

Name of Post Holder	TBA
Responsible to	SENDCO, working under day to day responsibility of the HLTA
Line Manager	SENDCO
Post:	Advanced Teaching Assistant
Hours per week	30 hours per week term time only.

ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Supporting Learning & Development	<ul style="list-style-type: none"> • Assist in the planning and evaluation of learning and SEMH activities with the teacher. Deliver learning activities for individuals and groups of pupils under the professional direction and supervision of a qualified teacher, differentiating and adapting learning programmes to support the needs of allocated pupils • Support pupils with special educational needs through assisting with the delivery of specific learning programmes in line with the individual education plan (IEP) targets and to IEP reviews, for example through working one to one or with a small group on phonics catch-up activities • Support the facilitation of pupils' access to educational provision as indicated by their Education, Health and Care Plan, where appropriately delegated • With the class/subject teacher, plan and deliver small group interventions, with clear objectives and appropriate learning outcomes • Monitor and record pupil responses and learning achievements and give appropriate feedback to teachers towards the overall assessment of pupil progress and attainment made by the teacher and other professionals • Interact with pupils in ways that support the development of their ability to think and learn, including the use of careful questioning • Support and assist in the development and implementation of appropriate behaviour management strategies in accordance with whole school policy • Take account of the effects of different parenting approaches, backgrounds and routines, and be involved in home school liaison, as directed by the class/subject teacher • Support pupils in their social and emotional wellbeing, in implementing related programmes, including those with additional SEND and wellbeing needs, physical needs and medical needs with training, encouraging and

	<p>modelling positive behaviour in line with school policy.</p> <ul style="list-style-type: none"> • Escort and supervise pupils on educational visits and out of schools activities under the supervision of a teacher • Undertake allocated supervision during breaktimes as required • Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role, for example through feeding back to the class teacher about progress that the pupil has made during a learning activity.
Communication	<ul style="list-style-type: none"> • Establish rapport and respectful, trusting relationships and communicate effectively with pupils, their families and carers, and other agencies / professionals • Initiate appropriate and effective communication with the class teacher, and other professionals, forging and sustaining relationships across agencies • Be clear about the level of instruction, procedures and guidance that this role works within
Sharing information	<ul style="list-style-type: none"> • Assess, record and report on pupils' attainment and progress within assessment and reporting processes • Participate in meetings with other staff, external professionals and parents regarding pupils, in a support capacity to the teacher, who will normally lead on such matters • Assist in the induction and development of classroom support staff, cascading information and good practice • Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality • Participate in staff meetings • Share information confidentially about pupils with teachers and other professionals as required
Safeguarding and Promoting the Welfare of Children/Young People	<ul style="list-style-type: none"> • Carry out tasks associated with pupil's personal hygiene and welfare, including personal intimate care, physical and medical needs, whilst encouraging independence • Be responsible for promoting and safeguarding the welfare and wellbeing of pupils in line with policy and legislation, raising concerns as appropriate
Administration/Other	<ul style="list-style-type: none"> • Assist the HLTA and work as directed in preparation of the classroom and resources for planned work to take place • Undertake routine clerical duties as required • Support the use of ICT and adhere to relevant policies • Supervise and provide access arrangement for pupils sitting internal and external examinations and tests, ensuring that examinations comply with Examination Board Regulations • Participate in appraisal, training and other performance management activities