

<b>Job Title:</b>	Teaching Assistant (TA2)
<b>Reports To:</b>	Assistant SENDCo/SENDCo/Deputy Headteacher/Headteacher
<b>Staff Responsibility for:</b>	None
<b>Liaising with:</b>	Department, Heads of Department, Student Support Services and relevant staff with cross-school responsibilities, relevant support staff and parents.
<b>Salary Scale:</b>	G3 NJC Pt 3-5
<b>Term:</b>	27.5 hours Term Time plus 1-3 INSET Days depending on the School Calendar
<b>DBS:</b>	Enhanced

**Job Purpose:**

1. Under the direction of the SENDCo undertake work/care/support programmes to enable access to learning for students and to assist the teacher in the management of students and classroom.
2. To give support for SEN students providing particular help for those students with learning difficulties and/or behavioural, social or physical disabilities, as required.
3. Actively demonstrate the vision and values of Lowton Church of England High School.

**Support for Students:**

1. To supervise and provide particular support for students, ensuring their safety and access to learning activities.
2. To assist with the development and implementation of Individual education/behaviour plans and personal care programmes.
3. To establish constructive relationships with students and interact with them according to individual needs.
4. To provide specialist support to students with barriers to learning on a one to one basis, in a small group or in or out of the classroom
5. To promote the inclusion and acceptance of all students.
6. To encourage students to interact with others and engage in activities led by the teacher.
7. To provide feedback to students in relation to progress and achievement under guidance of the teacher.
8. To create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of students' work.
9. To assist with the planning of learning activities.
10. To monitor students' responses to learning activities and accurately record achievement/progress as directed.
11. To provide regular feedback to teachers on students' achievement, progress and problems.
12. Apply the behaviour management systems in a consistent manner so that effective learning can take place.
13. To provide clerical/admin support, for example photocopying, collection of money.
14. To assist with the supervision of students out of lesson times, including before and after school as may be reasonably directed.
15. To accompany teaching staff and students on visits, trips and out of school activities and take responsibility for a group under the supervision of the teacher as may be reasonably directed.



**LOWTON CHURCH OF ENGLAND HIGH SCHOOL**  
**JOB DESCRIPTION**

*Caring  
Learning  
Succeeding*

**Staffing:**

1. Continue own professional development as agreed with the SENDCo.
2. Take part in the school's staff development programme and participate in arrangements for further training and professional development.
3. Engage actively in the School's Appraisal system.
4. To follow all Safeguarding procedures and attend regular training on issues relating to Safeguarding

**Communication & Liaison:**

1. Follow agreed policies for communication within the school.
2. Ensure effective communication/consultation as appropriate with the parents of students.

**School Ethos:**

1. Play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example
2. Support the school in meeting its legal requirements for worship.
3. Promote actively the school's corporate policies.
4. Adhere to and support the school's dress code for staff.
5. Adhere to and support the school's Code of Conduct.

**Signatures:**

1. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
2. This job description forms part of the contract of employment of the person appointed to this post and is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

<b>Signed Postholder:</b>		<b>Date:</b>	
<b>Signed Headteacher:</b>		<b>Date:</b>	

This position is equivalent to Wigan Council TA Level 3 Job Profile Gauge ref: A23288

Wigan HR Job Evaluation check 26<sup>th</sup> March 2021