



**JOB TITLE:** Teaching Assistant Level 3  
(position is dependent on the needs of the student)

**SCHOOL:** Longdendale High School

**RESPONSIBLE TO:** SENDCo / Assistant SENDCo / Head of School

**GRADE:** Grade E Scale 11-16

**HOURS:** 36 hours per week (term time only)

## PURPOSE OF POST:

To work under the instruction/guidance of the SENDCo, Asst SENDCo and classroom teacher undertake supporting an identified student who has SEMH as their primary need with all aspects of their barriers to learning working within the Aspire Centre and within classrooms. Assisting the student within their lessons or delivering individual and small group academic and pastoral programmes and interventions.

## KEY RESPONSIBILITIES:

### Support for Students

- Supervise and provide particular support for students, including those with special educational needs, pupil premium students, and any others identified with a barrier to learning ensuring their safety and access to learning activities.
- Support students with all aspects of their barriers to learning, working predominantly in the Aspire Centre delivering individual and small group academic and pastoral programmes and where appropriate providing additional support within the classroom environment.
- Assist with the development and implementation of Individual Education/Attitude to learning plans and Personal Care programmes.
- Establish constructive relationships with students and interact with them according to individual needs.
- Promote the inclusion and acceptance of all students.
- Encourage students to interact with others and engage in activities in the Aspire centre, small groups and led by the teacher.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to students in relation to progress and achievement under guidance of the SENDCo, Asst SENDCo and class teachers.
- Track and monitor the progress of interventions delivered through the Aspire Centre.

### Support for the Aspire Centre

- Ensure that all students are registered and have appropriate work during the lesson.
- Ensure that all students understand and are fully supported throughout the lesson.



- Responsible for monitoring behaviour choices and where appropriate sanctioning all students using the Aspire Centre using the school's policy behaviour and attitude to learning of the Aspire Centre.
- Ensure that the rewards policy is followed and students are rewarded for their work, attitude and contribution within lessons, within the Aspire Centre and during any interventions that are delivered.
- Ensuring Aspire Centre records and filing are kept up to date.
- Responsibility for the upkeep of resources and displays in the Aspire Centre.
- Manage incoming requests for pastoral support throughout the day.
- Attend as directed any departmental meetings.
- Any other duties as directed by the SENDCo/Asst SENDCo.

## Support for Teachers

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of students' work.
- Use strategies, using the IEP's in liaison with the teacher, to support students to achieve learning goals.
- Assist with the planning of learning activities.
- Monitor students' responses to learning activities and accurately record achievement/progress as directed.
- Provide detailed and regular feedback to teachers on students' achievement, progress, barriers, etc.
- Promote good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour choices.
- Establish constructive relationships with parents/carers.
- Administer routine tests and invigilate exams and undertake routine marking of students' work.
- Provide clerical/admin. support e.g. photocopying, typing, filing, money, administer coursework etc.

## Support for the Curriculum

- Undertake structured and agreed learning and pastoral activities/teaching programmes, adjusting activities according to pupil responses.
- Support the use of ICT in learning activities and develop students' competence and independence in its use.
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- Prepare, maintain, and use equipment/resources required to meet the lesson plans/relevant learning and pastoral activities and assist students in their use.



- Liaise with the class teacher so that you are fully prepared for any forthcoming lessons.
- Attend and positively contribute to subject meetings in order to be fully informed of upcoming curriculum plans.

## Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of students out of lesson times, including before and after school, break times and at lunchtime.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.

## Key Requirements

- Willingness to undertake appropriate training.
- NVQ Level 2 for Teaching Assistant or equivalent qualification and/or a minimum of 2+ years relevant experience.
- Excellent numeracy and literacy skills equivalent to GCSE Grade C or above in English and Maths or equivalent.
- Training and/or knowledge of relevant learning strategies.
- Competent in effective use of ICT to support learning.
- Competent in the use of other appropriate equipment.
- Working knowledge and understanding of implementing relevant learning programme and strategies.
- Good understanding of child development and learning processes.
- Constantly approve own practice/knowledge through self-evaluation and learning from others
- Ability to relate well to children and adults.
- Work constructively and effectively as part of a team.



Employees 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.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

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.

Employees are expected to subscribe to the school improvement plan.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title. The post holder will be expected to participate in the school appraisal programme for staff and to participate in appropriate staff training and development activities.

The person appointed must at all times work within the requirement of the Health and Safety at Work Act 1974, current Health and Safety legislation and the school's policies and procedures.

Longdendale High School is part of the Multi Academy Trust, Stamford Park Trust who is the employer for all staff.