

## **BEAUMONT SCHOOL – JOB DESCRIPTION**

**Job Title:**                    **Teaching Assistant**  
**30 hrs per week**  
**Mon - Thurs 8.20am – 3.30pm, Fri 8.20am – 2.40pm**  
**Term time only (38 weeks per year)**  
**H2**

**Responsible to:**        **SENCO**

### **OVERALL RESPONSIBILITY**

To provide support to teachers in the management of pupils' learning. To liaise with teachers in supporting pupils' learning and to carry out duties as directed by SENCO.

### **TASKS**

The tasks currently associated with the job are:

- To provide additional needs support for designated students on the SEN register e.g. by delivering work prepared by teaching staff, breaking down tasks, scribing, keeping students on task, supporting students at break times or meeting other needs outside of lessons
- To work with small groups under the direction of a teacher.
- To supervise extra-curricular activities such as home learning club as appropriate to hours worked
- To assist in the monitoring and assessment of student with SEN and contribute to discussions relating to their progress
- To contribute information for Education, Health and Care Plan reviews as requested
- To assist with the preparation of differentiated materials for pupils, e.g. photocopying or enlarging work.
- To invigilate special arrangements for examinations or controlled assessment or act as a scribe or reader
- To accompany teachers and pupils on out-of-school activities and take responsibility for a group, under the direction of a teacher.
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and report all concerns to an appropriate person.
- To attend appropriate training sessions
- To act as a key worker for one or more students as identified by the SENCO
- To contribute, as need or opportunity arises, to other tasks relating to the smooth running of the school

This job description may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

June 2021