



**SAINT JOHN'S CHURCH SCHOOL (VA)**  
**RISEHOLME**  
**ORTON GOLDHAY**  
**PETERBOROUGH**  
**PE2 5SP**

**HEAD TEACHER: MRS C FIRTH**

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## JOB DESCRIPTION

**POST TITLE:** Teaching Assistant (21 hours per week)

**RESPONSIBLE TO:** Headteacher/Class Teacher/Special Educational Needs Co-ordinator (SENCo)

### PURPOSE OF THE JOB:

To assist in the support of pupils with special educational needs to enable them to access the curriculum as fully as possible.

**RECEIVES SPECIFIC INSTRUCTIONS FROM:** SENCo

### MAIN RESPONSIBILITIES

#### Supporting Pupils

- To establish self help skills
- To develop an understanding of the special needs of the pupils involved
- To assist pupils to learn as effectively as possible in class, group and individual situations
- To establish a supportive relationship with the pupils concerned
- To encourage the integration of the pupils into the class
- To help promote and reinforce the pupils' confidence and self-esteem
- To help keep pupils on task and build motivation
- To follow up programmes set by Occupational Therapist or Speech Therapist
- To make and maintain resources to support groups and individuals

#### Supporting the SEN Co-ordinator/Class Teacher

- To assist in the development, implementation and review of the Individual Education Plans (IEPs) for pupils
- To monitor and record pupils' progress
- To contribute to the evaluation of support programmes by providing regular feedback about pupils to the teacher
- To contribute, where appropriate, to statutory reviews of a pupil's statement.
- To support the class teacher by helping with general class administration and display.

#### Supporting the School

- To liaise, advise and consult with other members of the team supporting the pupils when asked to do so
- To attend relevant in-service training
- To be aware of and implement school policies and procedures, including those relating to confidentiality.

Any other tasks as directed by the Headteacher which are consistent with the aims of the post.

In addition to the above, some TAs will be required to support pupils with particular duties relating to their physical needs.

#### NOTE:

The above job description serves to indicate some of the duties and responsibilities involved and does not mean that all the duties must be undertaken. Agreement should be reached between the Headteacher and yourself on which of the above duties you will perform. Should you agree to perform any of your duties outside your agreed hours, this would be with appropriate time off in lieu or additional payment.