
Sandringham School

Job Description



Job Title: Teaching Assistant
Accountable to: Headteacher through Chris Bloomfield (SENCO)
Accountable for: Supporting students with Special Educational Needs
Hours: Hours to be agreed with Chris Bloomfield and Julia Shaw (School Manager) and worked between Monday-Friday, 8.45am- 3.00pm (Term time only)
Salary: H2

Background

The core work of the Teaching Assistant will be driven by Chris Bloomfield, SENCO.

Core Accountabilities

1. Supporting students with Special Educational Needs
-

Key Tasks

Supporting Students

- Co-ordination of students in registration time
- Supporting students in the classroom
- Co-ordination/preparation of information for Reviews
- To be available to help in an 'on-call helping hand' role in a student crisis
- To be able to deal with difficult situations in relation to students

This job description will be reviewed annually and 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.