



JOB DESCRIPTION

Post title	TA Year Co-ordinator
Responsible to	SENCO
Salary	Single Status 4
Main Purpose of the Job	<p>To co-ordinate and promote the learning and personal development of pupils, including those with special educational needs (SEN). To co-ordinate and support the inclusion of pupils with SEN</p> <p>To monitor the progress of pupils in their year group(s) who are on the SEN register by:</p> <ul style="list-style-type: none"> • being actively involved in the process of preparing, writing and monitoring Pupil Passports; • attending Pastoral Year Team meetings, pastoral meetings, parent meetings, Senco surgery, consultation evenings as required; • keeping Senco and the Learning Support Co-ordinator, Pastoral Leader and subject teachers informed of issues in relevant year group affecting pupils' progress; • being actively involved in attending and preparing for Annual Reviews and monitoring progress.
Duties and Responsibilities	<ol style="list-style-type: none"> 1. To aid pupils to learn as effectively as possible both in group situations and on his/her own by, for example: <ul style="list-style-type: none"> • clarifying and explaining instructions; • ensuring the pupil(s) is able to use equipment and materials provided ; • motivating and encouraging the pupil(s) as required; • assisting in weaker areas eg. speech and language, behaviour, reading, spelling, numeracy, handwriting/presentation etc.; • helping pupils to concentrate and finish their work; • liaising with class teacher, Senco Learning Support Co-ordinator and other professionals about Pupil Passports, contributing to the planning as appropriate; • helping to make appropriate resources to support the pupil(s); • assisting pupils for whom English is an additional language; • meeting pupils' physical needs while encouraging independence. 2. To establish supportive relationships with the pupil(s) concerned. 3. To promote the acceptance and inclusion of the pupil(s) with SEN. 4. To give the pupil(s) feedback on achievements in order to reinforce and develop self-esteem. 5. To support the pupil(s) in developing social skills both in and out of the classroom.

	<ol style="list-style-type: none">6. To provide regular feedback on the pupil(s)' learning and behaviour to the LMT/staff/subject teacher/Senco/Learning Support Co-ordinator/TAs.7. To use the school's system for recording progress.8. To know and actively apply school policies on Child Protection, Health and Safety, Behaviour, Teaching and Learning, Equal Opportunities.9. Where appropriate and in liaison with Pastoral Leader/Senco/Learning Support Co-ordinator/LMT to develop a relationship to foster links between home and school, and to keep the school/home informed of relevant information.10. To be aware of confidential issues linked to home/pupil/teacher/school.11. To contribute towards reviews of pupil(s)' progress as appropriate.12. To undertake regular safeguarding training so as to safeguard and protect all pupils that you meet and to have a clear understanding of the Prevent agenda.13. To attend relevant training.14. To accompany teacher and pupils on educational visits.15. To carry out the above duties in accordance with the Education Department's Equal Opportunities Policy.16. To support Prep Club Plus on four nights per week (3.15-4.15pm).17. To provide additional pastoral support to pupils in their year group.18. Complete SEN Pupil Voice questionnaires with pupils.19. Any other reasonable task as requested by the Principal.
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This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

St Richard's is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake a Disclosure and Barring Service (DBS) enhanced clearance check.