

## **Teaching Assistant (Core Team)**

### **Job Description**

<u>Responsible to:</u>	SENDCO/ SEND Manager
<u>Salary Scale:</u>	Grade 6, point 8-13
<u>Working Time:</u>	33.5 hours per week, term time only plus 5 INSET days Monday 8.30am-4.30pm, Tuesday – Friday 8.30am-3.30pm

### **Job Purpose:**

#### **Support for Students**

- Supporting students in lessons as directed by main class teacher
- Scaffolding work both for lower and higher ability students, for example:
  - Simplifying/extending vocabulary
  - Explaining and interpreting work given by the teacher
  - Suggesting ways of tackling the task
  - Providing simplified/extended versions of work
  - Breaking down tasks into appropriate chunks
  - Supporting inclusive classroom practices
- Encouraging students to start work; giving initial help if necessary
- Boosting the confidence of students in the class who may be struggling or need extending but who are reluctant to ask for help
- To seek to develop the values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs within the school community
- Being a supportive listener when required and passing on relevant concerns to SENCO, Director of Key Stage or Designated Safeguarding Lead
- Reviewing SEND Pupil Profiles
- Working with guidance, within an agreed system of supervision, to deliver interventions with individuals/groups, in or out of the classroom.
- Assisting the teacher in the whole planning cycle and the management/preparation of resources.

#### **For Specific Students**

- Note-taking as help for homework or in class if speed is needed
- Highlighting key words, points, passages etc.
- Helping higher ability students to develop answers fully and understand high end assessment objectives
- Liaising or meeting with outside agencies and attending review meetings for students
- Assisting with test/exam concessions e.g. as reader, scribe, etc.
- Being involved in reviewing and monitoring of progress
- Reading student profiles for all SEN students, and using the strategies suggested; being aware of the outcomes planned for these students and supporting the student in working towards achieving them
- Delivering interventions

## Support for Teachers

- Ensuring teachers know who you are (new TAs or TAs in new context)
- Assisting teachers with scaffolding learning for all of the ability range
- Discussing lesson content and objectives with specified faculty
- Following direction of teacher to support small groups in the classroom
- Supporting the teacher with behaviour issues using the School Behaviour Policy
- Completing administrative work for the Learning Support Team or wider teaching staff

## Mental Health and Wellbeing

- To carry out safeguarding duties and promote children's wellbeing in accordance with school guidelines
- To work with the Senior Leadership Team (SLT) in setting a culture within the school that supports the mental health and wellbeing of all members of the community as described in the school's Mental Health and Wellbeing Policy
- Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support

## General Duties

- Attending Monday after school meetings weekly (until 4.30 p.m.)
- Reading school bulletins/staffroom notices
- Checking information boards and pigeon holes daily
- Checking email throughout the day
- Attending Inset and training as appropriate
- To contribute fully to the school's safeguarding policy and procedures and attend regular safeguarding training

## Notes:

- While every effort had been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified
- 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

Abingdon Learning Trust is committed to safeguarding children and young people. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service Enhanced check. The Trust is fully committed to the principles of equal opportunity, diversity and inclusion and welcomes applications from less well represented groups in the school and Trust. Posts in regulated activity are exempt from the Rehabilitation of Offenders Act (ROA) 1974 and all shortlisted candidates will be required to disclose information about their previous criminal convictions. All staff are expected to promote fundamental British values.

Signed: .....

Print Name: .....

Date: .....

## Person Specification – Teaching Assistant

Qualifications/Training and Experience	<ul style="list-style-type: none"> <li>• 5 plus GCSE (essential) qualifications and A Level or Level 3 (desirable)</li> <li>• Graduate educated (desirable)</li> <li>• High level of general educational achievement and evidence of continuing training beyond school level</li> <li>• Experience of working with young people</li> </ul>
Knowledge/Skills	<ul style="list-style-type: none"> <li>• A real enthusiasm for working with young people and helping them to succeed</li> <li>• Ability to interact confidently with students and staff</li> <li>• Good verbal and written communication skills</li> <li>• An understanding of the importance of professional confidentiality</li> <li>• Willingness to assist with practical tasks when necessary e.g. with physically impaired students</li> <li>• Ability to support specific subject areas</li> <li>• Ability to understand and differentiate the secondary school curriculum</li> <li>• Good IT skills</li> <li>• Good organisational skills</li> <li>• An interest in your own personal development</li> </ul>
Personal Characteristics	<ul style="list-style-type: none"> <li>• Professionalism</li> <li>• Calmness</li> <li>• Empathy</li> <li>• Enthusiasm</li> <li>• Flexibility</li> <li>• Initiative</li> <li>• Excellent team work/support of peers</li> <li>• Energy and ideas, creative, solution focussed approach</li> <li>• A genuine liking for young people, tact, sensitivity and willingness to be an advocate for young people with SEND</li> </ul>
Safeguarding and Wellbeing	<ul style="list-style-type: none"> <li>• A commitment to safeguarding duty and promoting children's wellbeing in accordance with school guidelines</li> <li>• A commitment to support the School Leadership Team (SLT) to set a culture which supports the mental health and wellbeing of all members of the community</li> <li>• To uphold and promote the values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs within the school community</li> <li>• Desire to take on further/advanced Safeguarding training and responsibilities (desirable)</li> <li>• Evidence of CPD undertaken in this area (desirable)</li> </ul>