

Teaching Assistant

Job Description

<u>Responsible to:</u>	SENDCO (Core team)
<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 SENDCO, 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.

Key Tasks

- Assess the needs of students and use knowledge and skills to support students' learning.
- Select and prepare resources necessary to lead learning activities, taking into account students' learning needs.
- Deliver appropriate learning based interventions to individuals and small groups of students.
- Record assessments and monitor progress systematically, and provide evidence of range and level of progress and attainment.
- Provide meaningful feedback to students in order to improve their progress and learning.
- Provide objective and accurate feedback and reports as required on student achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Work within the school's consequence system to manage behaviour constructively.
- Contribute to reviews of students on the SEN register, and implement strategies outlined on Student Profiles.
- Provide key worker support to students with high needs, including liaising with parents.
- Provide TA support in lessons as needed.
- Support the development and effectiveness of the team, within the overall English faculty.
- Establish constructive relationships with families and with other agencies/professionals where appropriate in order to support the learning and progress of students.



- Contribute to updating students' individual profiles and support plans and communicating their needs to teachers and other personnel as needed.
- Assisting with test/exam concessions e.g. as reader, scribe, etc.
- 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

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 Whole School Responsibilities

- Attend weekly morning briefings.
- Attend Faculty and Learning Group meetings.
- Attend INSET days and additional training as appropriate.
- Read and respond to school bulletins/staff room notices.
- Check notice board and email daily.
- Comply with all school policies on child protection, health & safety, confidentiality and data protection.
- 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.
- To contribute fully to the school's safeguarding policy and procedures and attend regular safeguarding training.

Additional

- To undertake any other duties as directed by the Headteacher.
- Developing an understanding of school and trust policies and procedures, complying with their contents and raising concerns in a timely manner.
- Identify personal training needs and participate in training and performance development whenever required.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- To undertake any other duties appropriate to the grade of the post.
- In addition to the above the post holder must be committed to safeguarding and promoting the welfare of children and young people.

SAFEGUARDING

Abingdon Learning Trust is committed to safeguarding and promoting the welfare of children. All staff must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

The points below are a requirement for the post holder of this position:

- A knowledge and keen awareness of safeguarding matters and an ability to demonstrate personal values and beliefs in accordance with the School's Safeguarding Policy



- Display commitment to the protection and safeguarding of children and young people
- Reading and understanding and following all aspects of the School's Safeguarding policies and processes
- Comply with safeguarding training expectations.

MOBILITY CLAUSE

Your contract of employment is directly with The Abingdon Learning Trust. Your main place of work will be John Mason School, Abingdon, but you may be deployed to work at any school within The Abingdon Learning Trust and carry out those duties that may be reasonably required in relation to such deployment. This will depend upon the role, and organisational needs of the schools in the Trust and your own individual professional development needs. Any change to your main place of work will be discussed and agreed with you, in advance.

Note:

This job description is not intended to be exhaustive, and it is expected that there will be other tasks to be agreed from time to time, appropriate to this role within the Trust. The need for flexibility, shared accountability and team working is required.

All staff:

You have specific responsibilities under Health & Safety legislation to ensure that you:

- Take reasonable care for your health and safety and that of others affected by what you do, or do not do
- Cooperate on all issues involving health and safety
- Use work items provided for you correctly, in accordance with training and instructions
- Do not interfere with or misuse anything provided for your health, safety or welfare
- Report any health and safety concerns to your line manager as soon as possible

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

Signed:

Print Name:

Date:

Person Specification – Teaching Assistant

Qualifications/Training and Experience	<ul style="list-style-type: none"> • 5 plus GCSE (essential) qualifications and A Level or Level 3 (desirable) • Graduate educated (desirable) • High level of general educational achievement and evidence of continuing training beyond school level • Experience of working with young people • Experience of delivering interventions to support vulnerable learners
Knowledge/Skills	<ul style="list-style-type: none"> • A real enthusiasm for working with young people and helping them to succeed • Ability to interact confidently with students and staff • Good verbal and written communication skills • An understanding of the importance of professional confidentiality • Willingness to assist with practical tasks when necessary e.g. with physically impaired students • Ability to support specific subject areas • Ability to understand and differentiate the secondary school curriculum • Ability to use ICT effectively to support learning • Good organisational skills • An interest in your own personal development
Personal Characteristics	<ul style="list-style-type: none"> • Professionalism • Calmness • Empathy • Enthusiasm • Flexibility • Initiative • Excellent team work/support of peers • Energy and ideas, creative, solution focussed approach • A genuine liking for young people, tact, sensitivity and willingness to be an advocate for young people with SEND
Safeguarding and Wellbeing	<ul style="list-style-type: none"> • A commitment to safeguarding duty and promoting children's wellbeing in accordance with school guidelines • 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 • 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 • Desire to take on further/advanced Safeguarding training and responsibilities (desirable) • Evidence of CPD undertaken in this area (desirable)