

JOB DESCRIPTION

Job Title:	Teaching Assistant
Grade:	Point 5 - £23,794.47 (actual)
Hours / Weeks	Monday to Friday 39 weeks per annum (32.75 hours per week)
Reports to:	Assistant Headteacher – Inclusion

Purpose of the Job

- To provide support to students either in the classroom, 1:1 or in small groups outside the classroom
- To have a positive, measurable impact on SEND students achievement and progress
- To support students with cognitive, behavioural, emotional or physical barriers to learning
- To offer general classroom support, sometimes specific subject based, to promote the learning of all, in any way directed
- To support small groups of students as directed
- To contribute to before and after school initiatives as required

Roles and Responsibilities

1. To provide support/interventions to identified students under the direction of the class teacher to enable those students to access the curriculum and to participate in all aspects of school life
2. Support offered will cover a variety of areas, for all aspects of learning; offering speech and language strategies, helping with practical skills, encouraging development of social skills, differentiating material, reading or scribing for students
3. To encourage students to become increasingly independent learners and to make progress and achieve at a comparable rate to their peers, wherever possible
4. To work 1:1 or with small groups of students, in or out of the classroom, to promote understanding and raise achievement
5. To support the role of the class teacher as a second responsible adult in the classroom, responding as directed and contributing to good behaviour management as necessary
6. In collaboration with the class teacher/department, to produce differentiated materials to meet the needs of individual students or to differentiate during the course of the lesson

7. To have knowledge of relevant student, departmental and school data, as appropriate to the role
8. To complete paperwork for, and contribute to, Annual Reviews and any other reviews, as requested
9. To contribute to any online student records as directed
10. To be committed to and have a clear understanding of all issues pertaining to the safeguarding of children
11. To deliver specific programmes, prepared and monitored by Specialist teachers, to support pupils who have learning difficulties or who have English as an additional language (EAL)

Roles and Responsibilities – additional

1. To attend all INSET and contribute to departmental or whole school training as required and show a commitment to continuing professional development to ensure that skills, knowledge and understanding are kept up to date.
2. To attend and complete any induction, subject specific or department training as required
3. To be willing to accompany identified students on school trips/educational visits as appropriate (usually within school hours but occasionally additional hours might be requested)
4. To contribute to department before and after school activities as appropriate (paid) such as Homework Club and Reading Group
5. To attend department meetings when allocated to a specific curriculum subject area
6. To attend an SEND Department meeting every week during afternoon Registration time. This meeting is currently held on Fridays
7. To complete any other appropriate duties as requested by HOD/AHT
8. To work flexibly in any curriculum area as necessary
9. TAs may be asked to deliver physiotherapy or other personal care programmes, after appropriate guidance and training
10. To invigilate exams for SEND students or act as a Reader or Scribe in school or public exams as directed
11. To participate in the general wider life of the school community

12. Be willing to cover before and after school activities as and when required.

Promotion of School

- To contribute to whole School events as and when required
- To promote and maintain the standards of the school's commitment to Safeguarding children.
- To be aware of the School's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times
- To be aware of and comply with the codes of conduct, regulations and policies of the School and its commitment to equal opportunities
- To maintain an appropriate professional manner and dress at all times

PERSON SPECIFICATION

Job Title:	Teaching Assistant
Grade:	Point 5 - £23,794.47 (actual)
Hours / Weeks	8.25am – 3.30pm Monday to Friday 39 weeks per annum
Reports to:	Assistant Headteacher - Inclusion

Education and Experience	
Essential	Desirable
• Demonstrable levels of numeracy and literacy equivalent to GCSE (A-C) or NVQ Level 2 (A/I/T) • Evidence of specialism in specific curriculum areas or areas of particular learning difficulty (A/I) • Experience of working as part of a team (A/I) • Evidence of commitment to continual professional development (A/I) • Experience of working effectively without direct supervision for period of time (A/I) • Demonstrable knowledge of new SEND legislation (A/I/T)	• Degree Level qualification • Experience of working within a school
Knowledge/Skills	
Essential	Desirable
• Knowledge of the national literacy and numeracy strategies (A/I) • Knowledge and understanding of the national curriculum in specific subject areas (A/I) • Knowledge of and ability to demonstrate clear behaviour	

management strategies (A/I) • Knowledge and understanding of school Child Protection Policy (A/I) • Knowledge of the role of supporting students with a range of additional educational needs including the sensitivity required when working with such students (A/I) • Ability to communicate effectively any information regarding a student's progress or concerns about a student and understand the importance of sharing such information (A/I) • Ability to demonstrate effective oral and written communication skills (A/I/T) • Demonstrable high level interpersonal skills both in working with young students and forming effective professional relationships with other staff members; maintain appropriate professional relationships and boundaries (A/I) • Ability and willingness to work effectively as part of a team (A/I) • Ability to prepare resources and differentiate material (A/I) • Ability to demonstrate sound IT skills to support learning and access data effectively (A/I/T) • Ability to use own initiative, work under pressure and work flexibly as required • Ability to demonstrate good organisation, planning and prioritising skills (A/I) • Ability to demonstrate a flexible approach to working and to display a commitment to providing a high	
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quality service including excellent attendance and punctuality at all times (A/I) • Ability to produce typed reports to contribute to student annual reviews and regular parent meetings on the system (A/I/T) • Ability to take and build on the experience, advice and contributions of others (A/I)	
Personal / Other Relevant Attributes	
• Commitment to the welfare and achievement of all students (A/I) • Attend all training both whole school and training specific to post (A/I) • Willingness to work outside the hours of the full school day as required (A/I) • Willingness to support students with physical disability after appropriate training (A/I) • Empathy with students facing barriers to learning (A/I) • A commitment to helping students achieve through education and learning (A/I) • Set consistently high expectations of self and others (A/I) • A commitment to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges and developing new skills (A/I)	• Driver's Licence and or access to a vehicle for work purposes

The information on this form will be the basis on which the applicants will be assessed for short listing purposes.