

Support Staff Job Description: Teaching Assistant

Department:	Special Educational Needs
Title of Post:	Teaching Assistant
Grade:	Grade 4 (points 9-12) Pro-rata: £19,278.33 - £20,216.69.
Responsible to:	SENCO
Hours:	32 hours per week: Monday – Friday within 08:40-15:40
	Term-time only (38 weeks) plus 5 days per year (39 weeks).

DESCRIPTION OF THE ROLE

Bourne Grammar School is a dynamic educational community built on strong ethical foundations. We believe in supporting all members of our school, whether they be students or staff, and we share a commitment to fostering a positive atmosphere and promoting the best possible outcomes for all. As an employer we ensure strong professional development opportunities and encourage staff to identify ways in which they can improve and develop. We believe in adjusting to individual need and treating individuals as individuals. Leadership within the school is characterised by collaboration, consultation and a willingness to listen.

Bourne Grammar School is committed to promoting equality of opportunity for all students and staff, both current and prospective, and in this position, you will actively support an environment and culture that values diversity and inclusion.

The post holder will:

1. Assist in the support and inclusion of a named learner with Special Educational Needs (SEN) under the direction of the SENCO, mostly assisting Class Teachers as directed within the classroom and during unstructured times.
2. Raise student achievement by delivering interventions to individual students or small groups of students.
3. Support the wider life of the school on occasions, as directed.

KEY RESPONSIBILITIES

Classroom / small group / 1:1 support

1. Provide classroom support for named student(s) as directed by the SENCO and class teacher. This may include one-to-one support, recording of homework, dealing with behaviour issues and assisting with organisation/planning.
2. Deliver interventions (e.g. Social Skills development) to either small groups or individual students as required.
3. Support student(s) during unstructured times as required.
4. Ensure that students' health and safety is maintained in school including supervising use of subject specific tools, equipment and learning materials.
5. Manage the behaviour of students whilst they are undertaking their work to ensure a productive environment. Pre-empt/manage situations arising in accordance with school policies and procedures.
6. Advise teaching staff of the needs of the named student(s) and ensure that appropriate support is delivered to meet student needs.
7. Advise the SENCO of the progress of the named student(s) utilising available data and recommend changes in support as required.
8. Provide suitable communication to parents/carers of named student(s) in consultation with the SENCO.
9. Attend training specific to the needs of the named student(s) and deliver specialised support as required.

Administration / Other

1. Attend and contribute to SEND related meetings (e.g. review meetings), as required by SENCO. This may also include taking minutes and distributing accordingly.
2. Attend training/any other meetings as required by SENCO. The post holder is responsible for their own self-development on a continuous basis.
3. Exam invigilation as required.
4. Support SENCO in ensuring BGS remains compliant with the most recent Special Educational Needs Code of Practice and the Disability Rights Act (2010).
5. To actively engage in the performance review process
6. Undertake any other reasonable tasks as required by SENCO and other senior staff.

Safeguarding responsibilities

All school staff have a responsibility to safeguard and promote the welfare of children and young people. Safeguarding and promoting the welfare of children is defined as:

1. Providing help and support to meet the needs of children as soon as problems emerge.
2. Protecting children from maltreatment, whether that is within or outside the home, including online.
3. Preventing the impairment of children's mental and physical health or development.
4. Ensuring that children grow up in circumstances consistent with the provision of safe and effective care.
5. Taking action to enable all children to have the best outcomes

MANAGEMENT OF PEOPLE

No supervision of adults. Will work closely with small numbers of students day-to-day.

CREATIVITY AND INNOVATION

Devising imaginative strategies for the identified student(s) in order to support their progress.

CONTACTS AND RELATIONSHIPS

Regular contact with students, teaching staff, parents/carers, SEN team, SENCO and Heads of Year. Must be approachable and confidential.

DECISIONS

SEN needs of named student(s) are to be met by following the guidance of the SENCO. Inappropriate levels of support will impact on the level of progress made by the student.

RESOURCES

Post-holder will be a regular IT user; may have access to an office to conduct their duties. This role requires access to confidential files and emails.

WORK ENVIRONMENT

Work Demands

Mostly classroom/playground based.

Physical Demands

Moving and handling equipment and resources from time to time; other movement associated with working in an office/classroom environment.

Working Conditions

Work is mainly carried out in a well-lit and ventilated classroom environment. The postholder may be exposed to noise levels associated with a classroom and/or business environment. Possible risk of exposure to aggression from students and parents/carers.

GENERAL

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Equal Opportunities - The post holder is required to carry out the duties in accordance with Bourne Grammar School's Equal Opportunities policies.

Health and Safety - The post holder is required to carry out the duties in accordance with the Bourne Grammar School's Health and Safety policies and procedures.

Safeguarding - All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school. The successful candidate will be appointed subject to a satisfactory Disclosure and Barring Service (DBS) check.

Job Description written by Stephen Brown (Deputy Headteacher)

Name: Signature: Date:

Job Description agreed by post holder:

Name: Signature: Date:

Person Specification

	Essential	Desirable
Qualifications		GCSEs (or above) in English, Maths and Science to grade 4 (C) or better Specialist qualifications in the teaching of learners with additional learning needs/specific learning difficulties
Relevant Experience	Experience of working successfully as a member of a team	Previous experience as a secondary school Teaching Assistant
Skills and Knowledge	Able to establish and maintain excellent professional relationships with students, parents and colleagues, Able to set high expectations of all students and be committed to raising educational achievement, Ability to maintain high standards in own work. Can maintain confidentiality.	
Personal qualities	Strong communication skills; able to establish and develop appropriate relationships with parents/carers and students through patience and empathy. Able to work with colleagues to create a positive, challenging and effective learning environment. Punctual, organised, resilient, self-reliant and calm under pressure.	Confident in the use of basic IT systems (e.g. email, word processing)
Safeguarding	Will be required to receive safeguarding training.	