

JOB DESCRIPTION

Post Title:	Teaching Assistant
Reporting to:	To be responsible to the Classroom Teacher/SENCO/Teacher in Charge (as appropriate).
Job purpose:	To support students in their learning individually or in small groups as directed by the Class Teacher.
Liaising with:	
Working Time:	Term time only. 8.55am – 3.10pm Monday – Friday Hours include a 30 minute unpaid lunch break.
Salary/Grade:	Grade B
Disclosure level	Enhanced

MAIN DUTIES AND RESPONSIBILITIES

Working under the direction and supervision of a qualified teacher, SENCO or Teacher in Charge of a resource unit.

Teaching and Learning

- Communicate effectively and sensitively with students to support their learning, encouraging independence.
- Support students with their written and oral communication as necessary.
- Read to students or listen to students read as appropriate.
- Ensure students are focussed and on task.
- Promote and support the inclusion of all students in the learning activities in which they are involved.
- To assist with the supervision of, and encourage good behaviour amongst all students.
- To work with individuals or small groups under the supervision of the teacher which may be carried out in the classroom or outside the main teaching area.
- Provide feedback to students and the teacher on student work and engagement.
- Attend and participate in relevant meetings as required.
- Log any concerns about student behaviour and/or their learning with the relevant teacher on the school system.
- Supervise students off site on school trips and other external visits as required.

Specific to ASD Resource

To support the individual needs of students in the resource, acknowledging the need for personalisation of learning.

To be part of the Plan Do Review cycle to have input into Students' Support and Adjustment Plans (SAPs.)

Professional Values and Practice

- Have high expectations of all students encouraging them to live our school motto – 'Personal Excellence and Collective Responsibility'.
- Respect students' social, cultural, linguistic, religious and ethnic backgrounds.
- Build and maintain successful relationships with students, treating them consistently, with respect and consideration and to be concerned for their development as learners.
- Demonstrate and promote the same positive values, attitudes and behaviour that are expected from students.
- Work collaboratively with colleagues to meet the needs of all students (inc SEN students).
- Carry out all aspects of the role effectively and to seek help, advice or guidance as necessary.

Staff Development:

To take part in the school's staff development programme by participating in arrangements for further training and professional development.

- To continue personal development in the relevant areas.
- To engage actively in the Performance Management Review process.
- To work as a member of a designated team and to contribute positively to effective working relations within the school.

SCOPE OF JOB (Budgetary/Resource Control, Impact)

No direct budgetary responsibility

OTHER REQUIREMENTS

Whilst every effort has 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.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

Employees are expected to contribute to the School's aims and values regarding personal excellence and collective responsibility.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This role has been identified as public facing in accordance with Part 7 of the Immigration Act, and therefore the ability to fulfil all spoken aspects of the role with confidence in English will be required.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title. (Sept 2024)

Safeguarding:

This School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. The post holder is responsible for ensuring they adhere to the School's Child Protection Policy and that any concerns are raised in accordance with this policy. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant pre-employment checks.

Job Title: Teaching Assistant	Department/Division:
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KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and Training	• A qualification in English/literacy and mathematics/numeracy, equivalent to at least Level 2 of the National Qualifications Framework with a pass at GCSE Grade C or equivalent	• Completed training in relation to SEND • Completed training in relation to specific needs e.g. autism, literacy.
Competence Summary (Knowledge, abilities, skills, experience)	• Experience of working in partnership with teachers, parents and other practitioners • Experience of working with students with SEND • Good IT skills	• Awareness of different approaches to working with children with SEND • Experience of working with students with special needs.
Work-related Personal Requirements	• Ability to be self-motivated and able to respond to a wide range of work environments • Ability to work with a range of learners, responding to their individual needs • Able to support and work in partnership with parents • To have good interpersonal skills • The ability to develop constructive working relationships with school staff. • Able to be resilient when working with reluctant learners.	• Knowledge of phonics and supporting students' literacy. • Knowledge of interventions and strategies to support students with SEND.
Other Work Requirements	• Right to work in the UK • Commitment to equality of opportunity and the safeguarding and welfare of all students • Commitment to own continuing professional development (CPD). • Maintaining awareness/knowledge of educational thinking in relation to SEND • Suitability to work with children. • Fluent in written and spoken English to an appropriate level for the role.	