

Kingdown School

JOB PROFILE TEACHING ASSISTANT

The role of the Teaching Assistant at Kingdown School will involve the following tasks:-

1. Be aware of students' special needs:
 - * liaison with Curriculum Support teachers and tutors
 - * reading student files, learner profiles and My Plans
2. Share the awareness of students' Special Educational Needs with:
 - * Curriculum Support and subject teachers
 - * other Teaching Assistants
 - * tutors
3. Contribute as appropriate to assessments, case conferences, monitoring My Plans and annual reviews.
4. Work with students under the direction of teaching staff:
 - * one to one/individual programmes
 - * in small groups
 - * within mainstream classes
 - * working with designated Departments
5. Negotiate role with teachers for each class.
6. Department administration:
 - * screening test marking
 - * preparing teaching materials
7. Examples of activities
 - scribing
 - transcribing
 - reading
 - supporting students use of ICT equipment including printing and organising notes
 - repeating and restructuring instructions and questions
 - positive support of students and teachers to raise self-esteem
 - supporting effective concentration
 - encouraging independence
 - developing study skills and personal organisation
 - upholding positive discipline
 - small group teaching

A full job specification will be negotiated following appointment.

The Kingdown School and the Acorn Education Trust are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

If successful in obtaining this post you will be subject to a Disclosure from the Disclosure and Barring Service, as well as health screening.