THE CHERWELL SCHOOL

A Centre of Opportunity

Permanent Teaching Assistant

Job Description

Responsible to: Assistant Headteacher (Inclusion)/SENCO

Salary Scale: Grade 4

Working Time: 26 hours per week, term time only

Job Purpose:

Support for Students

- Supporting a specific individual(s) or small groups in lessons or one-to-one
- Differentiating 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 (with advance planning with the class teacher)
  - Breaking down tasks into appropriate chunks
- Encouraging students to start work; giving initial help if necessary
- Boosting the confidence of students and working to increase their independence
- Identifying other students in the class who may be struggling or need extending but who are reluctant to ask for help
- Being a supportive listener when required and passing on relevant concerns to SENCo, Year Leader or safeguarding lead

For Specific Students

- Note-taking as help for homework or in class if speed is needed
- Highlighting key words, points, passages etc.
- Helping higher ability students to develop answers fully and understand high end assessment objectives
- Liaising or meeting with outside agencies and attending review meetings for students
- Assisting with test/exam concessions e.g. as reader, scribe, etc.
- Being involved in reviewing and monitoring of progress
- 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

Support for Teachers

- Ensuring teachers know who you are (new TAs or TAs in new context)
- Assisting teachers with differentiation for both lower and higher ability students
- Discussing lesson content and objectives with teachers
- Following direction of teacher to support small groups in the classroom
- Supporting the teacher with behaviour issues using the school behaviour policy
- Completing administrative work for the Inclusion Team or wider teaching staff

General Duties

- Attending weekly TA morning briefings
- Attending Inset and training as appropriate
- Reading school bulletins/staffroom notices
- Checking information boards daily

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

The Cherwell School and the River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.

April 2017