



# St Albans Girls' School

## Specialist Business and Enterprise Academy

### INCLUSION TEACHING ASSISTANT

*The postholder is required to perform the duties below. S/he will be responsible to the Inclusion Co-ordinator/Assistant SENCO and will demonstrate a genuine commitment to our equal opportunities policy and the well being of all students.*

*This job description will be reviewed annually and will form the basis of the Appraisal procedure. Any issues relating to the review of this job description should be brought to the Head Teacher's notice by the postholder through the senior line manager.*

*The postholder will undertake the following specific responsibilities in order to fulfil our statutory requirements, school aims, policies and targets.*

#### **Strategic Role:**

- To provide high level support to teachers in removing the barriers to learning for students with additional needs, (including learning and behavioural), at Key Stages 3, 4, and 5, in the classroom, leading small groups and providing one to one interventions.

#### **Core Tasks:**

- Attend to students' personal needs, including social, health, hygiene, first-aid and welfare matters
- Provide administrative support, e.g. writing student profiles, preparing resources and record keeping
- Assist with the planning and delivery of learning activities, this will involve:
  - clarifying and explaining instructions
  - ensuring students are able to use equipment and materials provided
  - motivating and encouraging students as required
  - assisting in weaker areas
  - instructing students to concentrate on and finish work set
- Accompany teachers and students on out-of-school activities and take responsibility for a group, under the direction of a teacher
- Administer routine tests and undertake marking of student's work/keeping learning journals and provide next steps
- Within the role of key worker to liaise regularly with parents/carers and external professionals as required. Keeping accurate records of all points of contact
- Use specialist curricular knowledge or experience to support students' learning
- Use ICT for learning activities and support students to develop competence and independence in the use of ICT
- Assist with the development and implementation of Student Profiles, Education, Health and Care Plans and personal care programmes
- To attend tutor review meetings and parents meetings of the year group they are supporting
- From time-to-time, supervise whole classes during the short-term absence of a teacher as required or requested by a key SLT

- Demonstrate initiative to develop the Inclusion Teaching Assistant role at this higher level
- Take responsibility of a key area of focus such as Dyslexia, ASD amongst others as requested by the SENCO
- Within an agreed system of supervision, plan, deliver and evaluate programmes of work that meet teaching and learning objectives
- The postholder will be expected to undertake any other duties as reasonably requested by the Head Teacher

### **Knowledge, Experience and Training:**

- Be aware of and support difference and ensure that students have equality of access to opportunities to learn and develop
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person
- Experience of working with children of the relevant age
- Experience of working successfully with students with additional needs
- Numeracy and literacy skills equivalent to NVQ level 2 or GCSE grade C in English and Maths.
- Understanding of the curricular requirements of the school, these to include statutory requirements
- Ability to make effective use of ICT to support teaching and learning
- Ability to work with a minimum of supervision and within a team
- Ability to manage students in a classroom setting
- All staff are required to participate in training and other learning activities, and in performance management and development, as required by the school's policies and practice

### **Organisation Chart:**

Inclusion Co-ordinator ----- Assistant SENCO ----- Inclusion Teaching Assistant

Whilst every effort has been made to set down the main duties and responsibilities of the post, each individual task to be undertaken may not be identified. This job description is current at the date shown, but, in consultation with you, may be changed by the Head teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

The post holder will be expected to work flexibly and carry out all duties in compliance with school policies.