

# Teaching Assistant - Faculty and Intervention Support (English)

Job Description

**Name:**

**Salary: NJC Salary Scale 2 points 3-4 £18,065 - £18,426 pro rata**

**Hours: 35 hours per week - term time plus 1 week**

 **Monday to Friday from 8.30am to 4.30pm (less 1 hour lunch break)**

The job description may include all such other duties as the Head and Trustees may reasonably expect from time to time.

Purposes of the Post

1. To support teaching and other staff in assisting the delivery of the examination, National Curriculum and other learning support, in direct contact with students. The role will involve working with both groups and individual students under the direction of the class teacher, the Head of Faculty, SENCO and other appropriate staff at Dallam School
2. To support the pastoral work of SEN students

**Relationships**

1. The post-holder(s) report to:
	1. The Head of Faculty
2. Supported by:
	1. The SENCO
	2. SEN Team Leader

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| **Main Responsibilities** | **Expected Standards** |
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| * Under the general direction of the class teacher, take part in establishing constructive relationships with students, parents/carers
* Communicate effectively with all students, families and carers of Dallam School
* Provide academic and or emotional, social and behavioural support and encouragement to students.
* Support the learning process under the direction of the teaching or other appropriate staff.
* Plan and deliver engaging and differentiated sessions to small groups or 1:1
* Take proactive steps to engage with teaching and other staff in planning work
* Provide, with appropriate guidance and supervision, educational, emotional and physical support to students.
* Assist in the implementation of appropriate behaviour management strategies
* Observe a student or young person’s behaviour, understand its context notice and react appropriately to any unexpected changes
* Know how to interact with students in ways that support the development of their ability to think and learn and becoming increasingly independent of support
* Behavioural support for individual students
* Assist with the supervision of groups and individual students as required.
* Assist with break/lunchtime supervision as required.
* Be responsible for promoting and safeguarding the welfare of students and young people that you are responsible for and come into contact with.
* Adhere to Dallam School’s statutory procedures with regard to safeguarding
* Listen to concerns; recognise and take account of signs of changes in attitudes and behaviour
* Understand your own role and its limits and the importance of providing care or support
* Prepare materials and undertake minor clerical duties.
* Supervise students sitting internal and external examinations as required, ensuring that examinations comply with the Examination Board Regulations.
* Assisting the SENCO with record keeping
* Providing information for reviews, reports etc
* Attend staff briefings, staff and department meetings as required
* Provide feedback, as requested, to the class teacher or HOF to support progression in learning for individual students.
 | * Be aware of and comply with policies and procedures relating to child protection, confidentiality, health, safety and security
* Understand the importance of sharing information, how it can help and the dangers of not doing so
* Be aware of own (and others’) professional boundaries.
* A commitment to the ethos of SWMAT
* Comply with the SEND code of practice.
* Know that www.everychildmatters.gov.uk provides further information about children, young people and families services and practice.
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| **General** |  |
| **Dress and Appearance*** To maintain the highest standards of smart business dress
* To sustain a pleasant and co-operative demeanour at all times
 | * A positive image is portrayed at all times
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| **Self-Development*** To continually seek development opportunities in order to improve personal performance
 | * CPD co-ordinator is advised of training needs
* Development opportunities are sought and acted upon
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| **Attitude*** To act as a professional and positive ambassador for the school in order to support the school’s mission and profile
 | * Positive / constructive feedback from parents / students / visitors / colleagues / supporters.
* High level of self-motivation and encouragement of others
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| **Policy Promotion**To actively promote the school’s Equal Opportunities, Health & Safety, Data Protection policies to ensure that the school operates effectively and fairly in line with legislative requirements  | * Low level of complaints received
* Positive working culture is demonstrated
* Positive feedback from performance management
* Positive feedback from H & S audits
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| **Child Protection*** + To adhere to the school’s Child Protection and Safeguarding procedures
 | * Procedures followed
* Low level of complaints due to breach of procedures
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| **Confidentiality*** + To ensure confidentiality of the school’s activities is maintained in order to protect the integrity of the organisation and its people
 | * Low level of complaints due to breach of confidentiality
* Demonstration of actions to protect confidentiality
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| **Flexibility*** + To carry out such other duties as may reasonably be required from time to time to meet the evolving needs of the organisation
 | * Willingness to experiment with new methods and approaches / initiative taken
* Enthusiasm towards changing circumstances
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Dallam School is committed to developing the skills of its people. If you have any query about you own personal development, please speak to your line manager.

Signed: …………………………………………………… (Post Holder)

Signed ……………………………………………………. (Line Manager)

Date………………………………………………………..

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| The School reserves the right to amend this document as necessary, after consultation with the post holder, in order to reflect changes in organisational requirements and ensure that the future goals of Dallam School are successfully achieved. |