

THE CHERWELL SCHOOL
Opportunity, Responsibility, Excellence

Higher Level Teacher Assistant (KS3 Reading Intervention)

Job Description

Responsible to: Assistant Headteacher (Inclusion)/SENCO

Salary Scale: Grade 8

Working Time: 26 hours per week, term time only

Job Purpose:

Key Roles

- To be responsible for planning, preparing and delivering targeted reading interventions for small groups and individual students in Key Stage 3
- To co-ordinate the provision of a reading intervention programme for targeted Key Stage 3 students
- Establish productive working relationships with students, acting as a role model and setting high expectations for what they can achieve
- To complement the professional work of teachers by taking responsibility for further agreed learning activities and providing assistance in the classroom
- To seek to develop the values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs within the school community

Key Tasks

- Assess the needs of pupils and use knowledge and skills to support pupils' learning
- Select and prepare resources necessary to lead learning activities, taking into account students' learning needs
- Deliver reading interventions to individuals and small groups of students
- Record assessments and progress systematically, and provide evidence of range and level of progress and attainment
- Provide meaningful feedback to students in order to improve their progress and learning
- Manage and direct teaching assistants in reading intervention classes
- Provide objective and accurate feedback and reports as required on student achievement, progress and other matters, ensuring the availability of appropriate evidence
- Work within the school's consequence system to manage behaviour constructively
- Contribute to reviews of students on the SEN register, and implement strategies outlined on Student Profiles
- Provide key worker support to students with high needs, including liaising with parents
- Provide TA support in lessons as needed
- Support the development and effectiveness of the team, within the overall Inclusion Team
- Take an active role in the training and appraisal of TA's and disseminate best practice
- Establish constructive relationships with other agencies/professionals where appropriate in order to support the learning and progress of students

Mental Health and Wellbeing

- To carry out safeguarding duties and promote children's wellbeing in accordance with school guidelines
- To work with the Senior Leadership Team (SLT) in setting a culture within the school that supports the mental health and wellbeing of all members of the community as described in the school's Mental Health and Wellbeing Policy.
- Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support

General Duties

- Attending weekly TA morning briefings
- Reading school bulletins/information boards
- Attending Inset and training as appropriate
- To contribute fully to the school's safeguarding policy and procedures and attend regular safeguarding training

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.

September 2019