

Job Specification

Post	Teaching Assistant
Department	Inclusion
Reporting to	KS3 SENCO & KS4 SENCO
Liaising with	Directors of Learning, Heads of Year, Teaching and Associate Staff, Students and Parent/Carers
Salary	£18,500 (FTE)

Rugby Free Secondary School opened in 2016 and has just moved into a brand-new purpose-built facility. The road hasn't been smooth, but it is a school committed to providing success for all of its students and providing a workplace that supports its staff to ensure they are able to work to the best of their ability for our students every day. You won't find teachers and staff anywhere else who are as committed to a school's purpose and supporting its success.

We are currently graded as inadequate by Ofsted (May 2019) but on our first monitoring visit (December 2019) it was recognised just how much the school has improved in such a short space of time. Our aim is to be at least 'good' by July 2021.

Key duties and responsibilities

To work with students to ensure that they are able to fully engage with learning.

To work with students as directed to maintain personal confidence, promote positive behaviour, and encourage independence.

General Duties of the Role

- To support the learning of students within a structured teaching situation, small group withdrawal, 1:1 and small group interventions as required.
- Assist students to attend lessons punctually and prepared to learn.
- Assist students to engage in independent and self-directed learning.
- Support students with their interaction with peers to ensure that learning is effective.
- To be aware of lesson objectives and to assist students in making progress towards these.
- Work with teaching staff on planning and assist in the preparation and development of resources.
- Be fully aware of individual student targets and provide the necessary advice, support, and guidance to enable them to be achieved.
- To be familiar with Pupil Centered Plans and Educational Health and Care Plans, and to use this knowledge to inform support of students.
- To monitor students' progress and achievement, bringing issues of concern to the attention of the appropriate members of staff.

- To maintain records of intervention and upkeep of student personal records and to make these available upon request by the SENCo (Special Educational Needs Coordinator) or another senior member of staff.
- To supervise assigned students where required, to ensure their health & safety.
- Support students entitled to exam access arrangements in internal and external examinations.
- To contribute when appropriate to any multi-disciplinary discussion of the student's needs/progress as required.
- To participate in relevant staff development activities.
- To become familiar with, understand, and adhere to school and Trust policies and procedures.
- To maintain confidentiality in and outside the workplace.
- Be able to implement planned learning activities / intervention programmes as agreed with the teacher or SENCo, adjusting activities according to students' responses and resolving related problems as appropriate.
- Participate in planning and evaluation of learning activities and interventions with the teacher and SENCo providing feedback to staff on pupil progress and behaviour
- Be able to monitor, assess and record pupil progress in activities.
- Support students in developing and implementing their own personal and social development.
- The ability to communicate with students to promote learning
- Support learning by arranging/providing differentiated resources for lessons / activities under the direction of the teacher.
- Support students in social, health and emotional well-being.
- Share information about students with other staff, parents / carers, as appropriate.
- Assist in the development of Person Centred Plans for students.
- Support the use of ICT in the curriculum.
- Assist with break-time and lunchtime supervision including facilitating games and activities.
- Assist in escorting and supervising students on educational visits and out of school activities.
- Understand and support independent learning and inclusion of all students as required.
- Maintain confidentiality and adhere to safeguarding procedures.
- Demonstrate and adhere to the schools health and safety policies and procedures.
- Demonstrate own duties to new or less experienced staff.

To undertake any other duties deemed appropriate for this, or similar pay grade. The nature of the duties and responsibilities may change from time to time.

Professional Development

- To take responsibility for personal continuing professional development.
- To take part, as appropriate, in the Trust professional development programme.
- To engage actively in the Performance Management Review process.
- To evaluate own personal performance through self-evaluation and learn from the effective practice of others and from evidence.

Safeguarding

- To ensure that all students have a safe environment in which they can learn, reporting any concern about the environment to a member of the site team or if appropriate to one of the Designated Safeguarding Leaders.
- To be aware of systems which support safeguarding and following the procedures as highlighted in the Safeguarding Policy.
- To identify children who may benefit from early help as soon as possible and discuss this with one of the Designated Safeguarding Leaders.
- To consider at all times what is in the best interests of the child.
- To protect children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care.
- To take action to enable all children to have the best outcomes.

General responsibilities of all Rugby Free Secondary School Staff:

- To support the Trust's responsibility to provide and monitor opportunities for the personal and academic growth of students.
- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people they are responsible for or come into contact with. Part of this responsibility involves the checking of visitor identification at the point of school entry and the issuing of relevant safeguarding information.
- To ensure all tasks are carried out with due regard to Health and Safety.
- To remain confidential at all times.
- To adhere to the ethos of the school.
- To promote the agreed vision and aims of the school.
- To set an example of personal integrity and professional conduct.
- Observe school hours of 08:30 – 16:30.

Rugby Free Secondary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

If you feel that you could bring further impetus to our drive to improve the provision for our students and have the necessary energy, enthusiasm, and sense of humour to take us forward in this exciting curriculum area then please get in touch.

To arrange a visit to school or for an informal discussion with the SENCo's, please call Hannah Sonko, HR and Compliance Officer on 01788 222060 or email hannah.sonko@rugbyfreesecondary.co.uk

To apply, please use the quick apply function on the TES website.

We reserve the right to withdraw this vacancy at any time.

Closing date for applications: Friday 26th February 2021

Interview date: w/c Monday 1st March 2021

Learning Today, Leading Tomorrow (LT2) is committed to safeguarding children; successful candidates will be subject to an enhanced Disclosure and Barring Service check. LT2 is always happy to receive speculative applications from excellent teachers and support staff.

This job description is current at the date shown but in consultation with the post holder may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.