



The John Roan School

The best in everyone™

Part of United Learning

Teaching Assistant

Job Title:	Teaching Assistant (Reading Interventions)
Department:	Inclusion
Directly Reporting to:	Assistant Headteacher
Banding & Salary:	Salary £21,291. actual per annum (£24,785 per annum FTE)
Hours:	37.5 hours a week – 39 weeks per year (term-time only)
Responsible for:	N/A

Overall Job Purpose:

To implement intervention programmes for individuals or small groups to support them at The John Roan School. This could involve supporting students with SEN, EAL, or students in the Deaf Education Centre. This may require detailed and specialist knowledge of SEN. The post holder may also be asked to provide cover for whole classes.

Pupil Support

- To take into account the student/s' special needs and ensure their access to the lesson and its content through appropriate clarification, explanations, equipment and materials.
- To build and maintain successful relationships with student, treat them consistently, with respect and consideration.
- To help promote independent learning.
- To help reinforce learning.
- To assist students with physical needs.
- To help students record work in an appropriate way.
- To develop study and organisational skills.
- To help keep the students on task and to build motivation.
- To model good practice.
- To help build the student/s' confidence and enhance self-esteem.
- To escort students between the two school sites, accompany them to the sports field or on school trips as appropriate, ensuring their safety at all times.
- To assist students with their physical, medical or welfare needs whilst also encouraging and allowing independence.
- To support students through assigned gross / fine motor skills work or simple physio- therapy sessions, with appropriate training and under guidance of the Occupational Therapy team.



Principal: Cath Smith

The John Roan School is part of United Learning. United Learning comprises: UCST (Registered in England No: 2780748. Charity No. 1016538) and ULT (Registered in England No. 4439859. An Exempt Charity). Companies limited by guarantee. VAT number 834 8515 12. Registered address: United Learning, Worldwide House, Thorpe Wood, Peterborough, PE3 6SB.

The John Roan School
Westcombe Park Road
London
SE3 7QR

t: 0208 516 7555

e: info@thejohnroanschool.org.uk
w: thejohnroanschool.org.uk



The John Roan School

The best in everyone™

Part of United Learning

Teaching Support

- Work with the teacher in lesson planning, evaluating, and adjusting lesson plans as appropriate
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- Provide objective and accurate feedback and reports when required to the teacher about pupil achievement and progress, ensuring the availability of appropriate evidence.
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested.
- Undertake marking of pupils' work and accurately record achievement/progress.
- Promote positive values, attitudes, and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Liaise sensitively and effectively with parents/carers as agreed with the teacher and participate in meetings with parents with, or as directed.
- Administer and assess routine tests and invigilate exams/tests.
- Provide general clerical/admin support e.g. administer coursework, produce worksheets for agreed activities etc.
- Have formal and informal meetings with teachers to contribute to planning lessons / activities.
- Prepare students beforehand for a task and work on differentiated activities with identified groups.
- Support the teacher in implementing specific teaching programmes and supervise practical tasks.
- Carry out structured classroom assessment/ observation and feedback outcomes.
- Termly formal review of performance with SENCO.
- Regular meetings for team of TAs (*weekly briefings, other meetings as per the school calendar*)
- Observation of classroom support work by SENCO or Lead HLTA as per School's performance management calendar.

Curriculum support

- Implement agreed intervention programmes e.g., literacy, numeracy and social skills programmes.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Help pupils access learning activities through specialist support.
- Determine the need for, prepare and maintain general and specialist equipment and resources.

School support

- Be aware of and comply with policies and procedures relating to child protection, health, safety security and data protection, reporting all concerns to an appropriate person.
- Be aware of confidential issues linked to home/pupil/teacher/school/work and keep confidences as appropriate.
- Be aware of and support diversity and ensure all pupils have equal access to opportunities to learn and develop.



United Learning
The best in everyone™

Principal: Cath Smith

The John Roan School is part of United Learning. United Learning comprises: UCST (Registered in England No: 2780748. Charity No. 1016538) and ULT (Registered in England No. 4439859. An Exempt Charity). Companies limited by guarantee. VAT number 834 8515 12. Registered address: United Learning, Worldwide House, Thorpe Wood, Peterborough, PE3 6SB.

The John Roan School
Westcombe Park Road
London
SE3 7QR

t: 0208 516 7555

e: info@thejohnroanschool.org.uk

w: thejohnroanschool.org.uk



The John Roan School

The best in everyone™

Part of United Learning

- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support the achievement and progress of pupils.
- Attend and participate in regular meetings.
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Assist in the supervision, training and development of staff.
- Undertake planned supervision of pupils out of school hours.
- Supervise pupils on visits, trips and out of school activities as required.
- To support the academy by training for and carrying out first aid duties
- To support the school day and students by carrying out lunch duties as required (a lunch break will still be provided)
- Any other tasks as directed by the Head teacher which fall within the purview of the post.

Safeguarding

- Undertake regular safeguarding as required.
- Ensure that statutory and Ofsted requirements for Safeguarding are met
- To promote the safeguarding of young people.

General responsibilities

- Contribute to the overall ethos / work aims of the Academy.
- Provide a courteous reception to staff, young people and visitors.
- Carry out lunch duty as required as part of the role.
- Carry out First Aid duties as required as part of the role.
- Help to foster and enhance strong links with local, national and global business and education providers to support and develop opportunities for the Academy.
- Participate in training and other learning activities as required.
- Undertake relevant training as required to support the functions of the post and to enhance personal development.
- Attend meetings as and when required.
- Undertake any other duties as specified by the Principal and Assistant Principal (Student Support).

This job description is not intended to be all-inclusive and the successful candidate is expected to be flexible and proactive in meeting the needs of the school and willingly undertake any further duties required that are commensurate with the role.

This post is subject to an enhanced DBS disclosure and MUST have the right to work in the UK. The post holder must be committed to safeguarding the welfare of children, and positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the United Learning Equal Opportunities Policy and Code of Conduct.



Principal: Cath Smith

The John Roan School is part of United Learning. United Learning comprises: UCST (Registered in England No: 2780748. Charity No. 1016538) and ULT (Registered in England No. 4439859. An Exempt Charity). Companies limited by guarantee. VAT number 834 8515 12. Registered address: United Learning, Worldwide House, Thorpe Wood, Peterborough, PE3 6SB.

The John Roan School
Westcombe Park Road
London
SE3 7QR

t: 0208 516 7555

e: info@thejohnroanschool.org.uk
w: thejohnroanschool.org.uk



Teaching Assistant– Person Specification

	Essential	Desirable
EDUCATION/QUALIFICATIONS		
Educated to Level 3 with both English and Maths GCSE at Grade C or 4 or above	X	
NVQ 3 in teaching assistance or equivalent qualification or experience	x	
Training in the literacy/numeracy strategy and/or in particular curriculum or learning area eg. bi-lingual, sign language, dyslexia, ICT, maths, english etc.		X
First aid training/training in specific medical procedures as appropriate		X
KNOWLEDGE AND EXPERIENCE		
Experience with working with students with moderate learning difficulties	X	
Experience of working with students with communication and interaction needs		X
Experience of working with students with Autism Spectrum Disorder		X
SKILLS, BEHAVIOUR AND QUALITIES		
Ability to prioritise, plan, organise and manage work life balance.	X	
Ability to work as an effective team player, understanding the strengths and weakness of others to help team development.	X	
Excellent time management and organisational skills.	X	
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.	X	
Excellent interpersonal, presentation and communication skills, both written and spoken.	X	
Ability to be resilient and flexible and to try different approaches with students whose needs may be very different.	X	
Committed to the personal professional development of yourself and others.	X	
Commitment to safeguarding and welfare of all students.	X	



The John Roan School

The best in everyone™

Part of United Learning

Working knowledge of national curriculum and other relevant learning programmes.	X	
Understanding of principles of child development and learning processes.	X	
Ability to self-evaluate learning needs and actively seek learning opportunities.	X	



United Learning
The best in everyone™

Principal: Cath Smith

The John Roan School is part of United Learning. United Learning comprises: UCST (Registered in England No: 2780748. Charity No. 1016538) and ULT (Registered in England No. 4439859. An Exempt Charity). Companies limited by guarantee. VAT number 834 8515 12. Registered address: United Learning, Worldwide House, Thorpe Wood, Peterborough, PE3 6SB.

The John Roan School
Westcombe Park Road
London
SE3 7QR

t: 0208 516 7555

e: info@thejohnroanschool.org.uk

w: thejohnroanschool.org.uk