



Job Description

Job Title:	Teaching Assistant (TA1)
Salary:	OAT Grade 1, SCP 2
Hours:	Minimum 31.5 hours a week. Term time including 5 INSET days
Responsible to:	Success Centre Leaders
Responsible for:	Teaching and Learning Support

Vision and Purpose

The purpose of this post is to be a key member of a team which provides a complementary service to the Academy in order to address the needs of students to support them in overcoming barriers to learning.

The post is required to support the inclusive vision and ethos of the Academy by providing support to individual students or groups of students as required by the Strategic Inclusion & Family Intervention Manager.

This support might be in the mainstream classroom, withdrawal areas, or other suitable areas within the Success Centre of the Academy.

Responsibilities

- Being a key person within the Success Centre Team. Assisting in identifying and resolving barriers to learning.
- Following Core Curricular programmes of work to ensure adequate levels of education are maintained.
- The day-to-day administration tasks within the centre.
- For liaising with parents/carers to ensure effective placements within the Success centre.
- Monitoring and reviewing student progress by tracking students in the Success Centre or across the Academy as required.
- Data tracking of all SEN students in a specific year group.
- Assisting in providing reintegration and intervention support in the Year groups by working with students, staff and parents.
- Assisting in setting and monitoring behaviour/learning targets under the direction of the Success Centre Leaders.
- Being creative and flexible in developing a relationship with students to support their individual needs.
- Participating in professional development opportunities.
- Acting as key-worker to students who are on the provision maps, liaising with teaching staff and communicating with parents,

- Assist with the development and implementation of your key-workers one page profile OPP
- Completing the relevant paperwork (currently provision maps) to illustrate work carried out during key worker sessions.
- Work within the Learning Hub as and when required.
- Carry out one after school session per week in reflection in order to complete interventions with individuals as directed by Success Centre Leaders.
- Carrying out duties within the Success Centre during break and lunchtime sessions.
- Work across the whole success centre to ensure that all students are engaged and following the rules of the academy at all times.
- Support with open evening, year group parents evenings when directed by senior staff within success centre.
- Provide personal care for students as and when required.
- Any other duties commensurate with the grade of the post

Training and Development

- Must be qualified to NVQ Level 2 in Maths and English as a minimum.
- Experience within this area.
- Training opportunities will be provided for new interventions and to enhance existing delivery of interventions where possible. Staff will also be responsible for maintaining their own CPD file.

Safeguarding

Our organisation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.

Print Name:

Signed:

Date: