

Job Description

Job title	Teaching Assistant	Grade	LBR 3 Pt 5-6
School	Oaks Park High School		
Reports to	Inclusion Manager		
Responsible for			
Purpose of job			
To assist in the support and inclusion of children within our Special Educational Needs & Disabilities team or the English department in the Additional Language team within Oaks Park High School.			
Main duties and responsibilities			
<p>Supporting the Student:</p> <ul style="list-style-type: none">● Develop knowledge of a range of learning support needs and develop an understanding of the specific needs of the children to be supported.● Support students to learn as effectively as possible in a variety of situations - for example:<ul style="list-style-type: none">☐ Clarifying and explaining instructions.☐ Ensuring that students are able to use equipment and materials provided.☐ Motivating and encouraging students as required.☐ Assisting in weaker areas such as language, behaviour, reading, spelling, handwriting, presentation skills.☐ Helping students to concentrate on and finish work set.☐ Liaising with the class teacher and Inclusion Manager re. Individual Education Plans (IEPs).☐ Developing appropriate resources to support the students.☐ Developing professional expertise in a subject area.☐ Supporting students with speech and language or autistic spectrum disorders and fostering their participation in lessons.☐ Meeting physical needs and medical concerns as required, whilst encouraging independence for students with various disabilities (e.g. toileting).☐ Providing social hours' support – eg. being part of the rota supervising the Break-time Drop-in Club.☐ Taking part in organised withdrawal groups during registration and lesson time.● Establish a supportive relationship with students.● Encourage acceptance and inclusion of students with special needs.● Develop methods of promoting/reinforcing students' self esteem.			

**Supporting the Teacher:**

- Assist, with the class teacher (and other professionals as appropriate), in the development of suitable programmes of support (IEPs) for students requiring learning support. Regularly remind subject teachers of key worker students' targets.
- Together with the class teacher and/or other professionals, develop a system of recording individual student progress.
- Keep and help maintain student progress records.
- Collect evidence of student progress.
- Participate in the evaluation of the support programme.
- Provide the teacher with regular student feedback.

Supporting the school:

- Where appropriate, develop a relationship to foster links between home and school.
- Liaise, advise and consult with other members of the team supporting the children when requested to do so.
- Contribute to reviews of student progress, as appropriate.
- Take direction from Inclusion Manager/Lead TAs regarding use of non-contact time, eg. record-keeping, maintaining student records, providing cover for absent colleagues, primary school SEN student tours of OPHS.
- Attend regular meetings.
- Attend relevant in-service training, eg. induction.
- Share in long and medium term department planning.
- Be aware of school procedures.
- Take a full part in access arrangements where necessary.
- Be aware of confidential issues linked to home/student/teacher/school work and maintain confidentiality.
- Any other tasks as directed by the Headteacher which fall within the remit of the post.

General

- Attend and participate in relevant meetings, training and other learning activities and performance development as required.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. Demonstrate an understanding of and a commitment to equal opportunities and diversity and to standards of customer care.
- Be responsible for own health and safety, as well as that of colleagues, pupils and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defects and hazards to management.

Duties and responsibilities of the post may change over time as requirements and circumstances change.

The job description does not form part of the post holder's contract of employment.

Person Specification

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Education and Qualifications:

- Good standard of literacy and numeracy.
- An ability to use ICT.

Desirable:

- Good standard of education.

Experience/Knowledge/Skills:

- Good organisational skills.
- Ability to be pro-active.
- Ability to relate to young people.
- Ability to work under pressure.
- Flexibility and a good sense of humour.
- Committed to maintaining a positive ethos.
- A willingness to be fully involved in the life of the school and take part in extra-curricular activities.
- Evidence of working with young people would be an advantage.
- Working as part of a team.

Other job requirements:

- Enhanced DBS check.

Signed:

Date: