

INCLUSION AND INNOVATION DEPARTMENT

GRADUATE TEACHING ASSISTANT (H2)

JOB DESCRIPTION

PURPOSE OF THE JOB

To support students with significant special educational needs and disabilities (SEND) and/or English as an Additional Language (EAL) within the curriculum and pastoral provision and promote their wider inclusion in the life of the school.

TEACHING ASSISTANT

- To support different groups of students at KS3, 4 & 5 in their learning across the curriculum,
- To prepare differentiated resources for particular individuals or groups of students
- To support the teaching & network support team to develop new and innovative ways to support students in their learning across a number of subjects;
- To track the progress of students who are specifically targeted for support;
- To provide brief reports for SEND or EAL review meetings;
- To share effective strategies for supporting SEND and EAL students with the department and with other teachers in the school;
- To hear students read and support with literacy work three mornings a week
- To liaise with members of the team to contribute to planning for SEND and EAL students;
- To work closely with the Head of Inclusion and Innovation and the EAL Coordinator;
- To carry out any other duties given by the Head teacher;
- Attend Inclusion and Innovation as well as departmental meetings.
- To attend Parent's Evening

GENERAL

1. To be aware of whole school/departmental policies and procedures e.g. fire drill, health and safety, rewards and sanctions, reporting procedures, lines of communication;
2. To attend relevant CPD sessions;
3. To check the notice boards in the staffroom daily for details of teacher absence, lesson cover and room changes which may affect students on the SEND or EAL registers;
4. To discuss with subject teachers any specific requirements for a lesson e.g. special test arrangements, practical sessions, specific needs of a particular section of a course;
5. To share good practice within Inclusion and Innovation and the whole school;

6. To provide regular feedback about students on the SEND or EAL registers to the Head of Inclusion and Innovation or relevant teacher;
7. To contribute to reviews of students' progress, e.g. IEP reviews, statement reviews;
8. To contribute to risk assessments and risk assessment reviews on SEND and/or EAL students as appropriate;
9. Any other tasks as directed by the school, consistent with duties for the post.

ADDITIONAL INFORMATION

- The postholder is required to contribute to and support the overall aims and ethos of the school.
- All staff are required to participate in training and other learning activities and in performance management and development, as required by the school's policies and practices.

**** The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.**

March 2020