

GROVE ACADEMY

JOB DESCRIPTION

POST TITLE: Inclusion Teaching assistant Level 3	SALARY: Slough School grade/level depending on experience
CONTRACT TYPE: Term-time (plus INSET days) /permanent - (subject to satisfactory completion of probationary period)/ 34.5 hours	RESPONSIBLE TO: Assistant Principal

DUTIES AND RESPONSIBILITIES
Develops and uses knowledge and skills to contribute to pupil learning.
Address barriers (and potential barriers) to learning and achievement through small group work 1:1 supportive relationship and some in class support.
Works with small groups of pupils or individual pupils to enable learning.
Provide direct support and guidance in relation to study skills, personal organisation, and revision and examination techniques.
Work alongside other partners / agencies and share information.
Supports the induction of pupils into the school or back into class, assessing the readiness to learn.
Assesses, monitors, evaluates and records pupil progress and reports as required.
Organises and accompanies pupils on off-site activities in accordance with a system of supervision.
Works as part of a team to ensure that the well-being, behaviour and personal development of pupils enhances their learning opportunities and life skills.
Reports on and discusses pupil progress with teacher.
Maintains confidentiality.
Understands and assists in interpretation of school policies.
Awareness of safeguarding protocol.

Other
Be committed to learn new skills and CPD.

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PERSON SPECIFICATION

Inclusion Teaching assistant – level 3

EDUCATION AND QUALIFICATIONS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED A = application I = interview R = reference
Post holders will have a combination of experience in the role and <u>are likely</u> to hold a recognised TA qualification as shown below	YES		A R
<ul style="list-style-type: none"> Relevant NVQ level 2 			
<ul style="list-style-type: none"> Special Training in ELS/ALS. 			
<ul style="list-style-type: none"> Other appropriate accredited training. 			
Recent in-service training and development.	YES		A I R
KNOWLEDGE AND EXPERIENCE			
Experience of working as a teaching assistant within primary or secondary setting as appropriate for the phase of the post	YES		A I R
Experience of assessing, monitoring and evaluating a range of interventions			
Good level of written and spoken English.	YES		A I
Numerate.	YES		A I
Fluent in speaking another language and able to interpret.		YES	A I
SKILLS AND ABILITIES			
IT skills.	YES		A
Able to plan, prioritise and organise own work schedule.	YES		A R
Able to undertake administrative procedures to support the work of the hub.	YES		A I R
Able to follow and interpret instructions and guidance.	YES		A R
Able to clarify and explain instructions to pupils.	YES		A I R
Able to learn and take responsibility for own development.	YES		A R
Able to think through and implement strategies to enhance pupil learning.	YES		A I R
Able to motivate pupils to learn.	YES		A I R
Able to assist with the organisation of the learning environment.	YES		A R
Able to demonstrate craft skills and prepare resources for teaching and learning activities.	YES		A I R
Able to share knowledge and experience with colleagues and support the development.	YES		A I R