

JOB DESCRIPTION & PERSON SPECIFICATION

Teaching Assistant

Hours:	28 hours 45 minutes per week (term time only, 38 weeks worked per year - fixed term contract)
Reporting to:	Director of Learning Support / Business Manager
Scale:	Grade 4 Points 5-6

Main Purposes of the Job

The role of the Teaching Assistant is changing to reflect the need to work in collaboration with teaching staff when considering the additional needs of a child.

This post therefore comprises three main roles:

- Supporter of the child
- Team member in Learning Support
- Assistant to teaching colleagues

Specific Responsibilities

1) Supporting the child with additional needs in the classroom

The TA will at any given time be asked:

- To assist the pupil with focusing, paying attention and remaining on task
- To encourage the pupil to be properly organised for the start of each lesson by having correct equipment and books at the ready
- To encourage the pupil to make a contribution to the lesson by answering a question or joining in discussions
- To assist with the management of pupils with behavioural, emotional or social difficulties
- To help record and explain homework assignments
- To negotiate with the teacher reduced assignment lengths - either class or homework - to reflect the pupil's capabilities
- To encourage acceptance by other pupils of a child's additional needs
- To encourage appropriate social interaction and discourage any inappropriate or unacceptable behaviours towards others

- To explain and help with subject specific words - encouraging pupils to use subject word lists
- To provide additional resources / research materials as needed
- To encourage pupils to meet targets on Individual Learning Plans (ILPs)

2) Supporting teaching colleagues in meeting the additional needs of pupils

To reflect their steadily changing roles in school, Teaching Assistants will be increasingly involved in:

- Preparing differentiated work materials / homework tasks
- Communicating with subject teachers on a daily basis
- To be familiarised with intended schemes of work
- Planning with subject teachers so that the TA is enabled to operate effectively in the classroom
- Working as part of the Learning Support Team to ensure that all pupils with additional needs are learning and that they are making recognisable progress in all lessons
- Withdrawing small groups of pupils for additional support when requested

3) Being a member of the Learning Support Department

Recognising the changing role of the TA, the Learning Support Faculty will ensure that wherever possible and appropriate, there will be opportunities for training. This may either be as individuals attending courses, or as a team.

Please note that in the few cases of where pupils have significant physical difficulties or substantial learning difficulties, TAs may be asked if they might be prepared to:

- Provide social support for the pupil during break and lunchtimes
- Accompany the pupil on a school trip - either day or residential
- Assist the pupil in attending to personal needs (this would entail advice and training from outside agencies)

Health and safety

- Checking the safety of the work area
- Making sure any equipment to be used is safe
- Reporting any concerns to the Business Manager

Any other duties

The role also includes a 20 minute general lunch duty each day plus any other duties as may reasonably be required from time to time, commensurate with grade and/or level of responsibility of the post.

This job description and allocation of particular responsibilities may be reviewed and amended following consultation. Such a review will take place as part of the appraisal cycle and at any other time on request.

Confidentiality

The post-holder is required to respect the confidentiality of all matters relating to the School, students and staff.

Monitoring

- Day-to-day by the Director of Learning Support.
- Annual performance management to be conducted by the line manager.

Person Specification

Qualifications

A minimum qualification of GCSE A-C or equivalent in Maths and English

Skills and Abilities

- An understanding of the challenges of dealing with students who may have Emotional, Behavioural or Social issues
- Ability to motivate and support students in their learning and personal development
- Ability to work as part of a close team
- To interact with staff to assist with development of students

We are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to pre-employment checks including an enhanced Disclosure and Barring Service (DBS) check.