



## Haberdashers' Adams' Federation Trust

### HABERDASHERS' ADAMS

#### JOB DESCRIPTION

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|-----|-----------------------|---|---|
| 1.0 | POST TITLE            | : | Teaching Assistant  |
| 2.0 | CONDITIONS OF SERVICE | : | Based on School conditions  |
| 3.0 | GRADE OF POST         | : | Grade 3   |
| 4.0 | SPINAL POINT          | : | Point 3-4   |
| 5.0 | WORKING HOURS         | : | 30 hours per week (8.45am to 3.45pm<br>with 1 hour for lunch)<br>Term-time only |

#### 6.0 MAIN DUTIES AND RESPONSIBILITIES

The postholder will be required to:

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| 6.1 | provide TA support for all SEND pupil identified by the school, including those undergoing a current assessment for SEND.                    |
| 6.2 | support a full range of pupils with a SEND need, including at times 1-1 support of pupils with an EHCP in place.                             |
| 6.3 | mentor all SEND pupils on a regular basis, following Learning and Intervention Centre mentoring procedures.                                  |
| 6.4 | discuss key points during mentoring sessions with pupil and if appropriate, follow safeguarding procedures at all times.                     |
| 6.5 | update all relevant pupil documents and information via the school and Learning and Intervention Centre recording system on a regular basis. |
| 6.6 | follow pupil Learning and Intervention Centre request procedures, set out by the Head of Learning Support.                                   |
| 6.7 | analyse and discuss all relevant test and assessment material with Head of Learning Support.   |

- 6.8 inform Head of Learning Support of SEND pupils failing to meet current targets, allocate and carry out appropriate intervention for SEND pupils under the guidance of the Head of Learning Support.
- 6.9 carry out inclass support of SEND pupils when necessary.
- 6.10 carry out SEND classroom observations and provide information to Head of Learning Support.
- 6.11 attend weekly Learning and Intervention Centre team meetings.
- 6.12 offer support and advice during assessment and exam season, using guidance in place via the school exam and revision material.
- 6.13 occasionally you may be asked to support other pupils who are not identified as SEND but who come under the remit of Learning and Intervention Centre support.
- 6.14 under the guidance of the Head of Learning Support, liaise with parents where appropriate.
- 6.15 safeguard the welfare of the pupils (and others) in classrooms and around the site.
- 6.16 accompany specified students on school trips, as and when required.
- 6.17 when appropriate, provide regular contact to the family over the welfare and progress of specified pupils.
- 6.18 provide regular contact to Head of Learning Support, form tutor, classroom teachers, head of house and any other member of staff.
- 6.19 use specialist skills, training and experience, where appropriate, to support SEN pupils.
- 6.20 establish and maintain productive working relationships with all pupils and staff, acting as a role model and setting high expectations.
- 6.21 promote the inclusion and acceptance of all students within the classroom by supporting the teacher by managing pupil behaviour to ensure a constructive environment, whilst promoting positive values and attitudes and dealing promptly with conflict and incidents in-line with established policies.
- 6.22 be aware of and comply with policies and procedures relating to Child Protection, Health & Safety, security, confidentiality and Data Protection, reporting all concerns to an appropriate member of staff.
- 6.23 attend and participate in relevant meetings (including relevant meetings on PD Days) and parent's evenings, if required.
- 6.24 undertake personal development, in conjunction with your annual performance review, along with other training, (Health & Safety, First Aid, Child Protection etc.), that may be deemed relevant to the performance of this role.

- 6.25 undertake, after consultation, other duties as determined by the Headmaster and Governors that are commensurate with the designation and grading of the post and within the evolving policies of the School.

7.0 SPECIFIC JOB TITLE

Teaching Assistant

8.0 SPECIFIC SUPERVISORY RESPONSIBILITY

SEND pupils  
1-1 specific SEND pupil support.

9.0 LINE MANAGER

The post holder reports to the Head of Learning Support for day-to-day and line management issues.

10.0 CONTACTS

Staff, pupils, parents, outside agencies and counsellors.

11.0 PERSONNEL SPECIFICATIONS

Essential

- 11.1 Educated to a minimum of A Level standard with at least 5 GCSEs or equivalent, including Maths and English.
- 11.2 Specialise in SEND support.
- 11.3 Knowledge of a range of SEND provisions.
- 11.4 Experience working within an educational environment and experience of working with children of relevant age.
- 11.5 Ability to plan and organise effectively.
- 11.6 Excellent communication skills and ability to relate well to children, staff and parents.
- 11.7 Ability to bring to the role, initiative, enthusiasm and commitment.
- 11.8 Flexibility and reliability.
- 11.9 Ability to relate to the philosophy and aims of Haberdashers' Adams' Federation Trust.

Desirable

- 11.10 Educated to degree level.
- 11.11 Teaching Assistant NVQ Level 3 or have completed training of a similar standard.
- 11.12 Ability to supervise and work with small groups or individual pupils.
- 11.13 Ability to use ICT effectively to support learning and the willingness to update skills and undertake further training if necessary.
- 11.14 A recognised First Aid qualification, or a willingness to undertake training.

12.0 THIS JOB DESCRIPTION WAS REVISED

ON 16<sup>th</sup> December 2020

BY R J Tomkinson – Chief Financial Officer

NOTE 1

This Job Description may be reviewed at the end of the school year or earlier if necessary. It may be amended at any time, after discussion and agreement with you, and may form part of the appraisal process.

NOTE 2

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Support Staff will be expected to comply with any reasonable request from a line-manager to undertake work of a similar level that is not in this Job Description. Support Staff are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

NOTE 3

The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

NOTE 4

This Job Description is current at the date shown, but in consultation with you, may be changed by the Chief Financial Officer to reflect or anticipate changes in the job commensurate with the grade and job title.

NOTE 5

There are two copies of this Job Description, each one signed by you (Support Staff) and countersigned by the Chief Financial Officer. You (Support Staff) will retain one and the Chief Financial Officer will retain the other.

The two signatures are an acknowledgement that you (Support Staff) have received the Job Description and its contents are agreed by both you (Support Staff) and the Chief Financial Officer.

CHIEF FINANCIAL OFFICER \_\_\_\_\_ DATE \_\_\_\_\_

SUPPORT STAFF \_\_\_\_\_ DATE \_\_\_\_\_

RJT/js/November 2020