

JOB PROFILE

1. **Post Details:**

Post Title:	Teaching Assistant – Access to Learning Faculty
Salary Grade:	SP3 – SP5
2. **Hours** 30 hours per week 39 weeks per year
3. **Job Purpose:**
 - To support ALF leaders and class teachers in delivering support to enable the development of student learning and well-being and contribute to improved outcomes for SEND students.
 - To liaise with teaching colleagues to carry out their responsibility for the development and education of students under the direction and supervision of the teacher.
4. **Organisation Relationships:**

Accountable to the Deputy Head of ALF/Head of Faculty

5. **Main Duties:**
 - To support learning in the classroom and deliver additional support to allocated students within the classroom.
 - Organise and maintain the learning environment and take responsibility for specific aspects of organisation and administration.
 - To assist an individual teacher, or teachers, in delivering pre-planned learning to whole classes.
 - To monitor and evaluate student progress by updating online records and reporting back to teachers and ALF Leaders.
 - Work as part of a team to ensure that the well-being, social and personal development of students enhances learning opportunities and life skills.
 - Key Worker role: To provide support to individual students to ensure they are accessing the curriculum and keeping up with homework and regularly communicate with parents/carers to support student well-being.
 - To support students with SEND in accessing the curriculum and in examinations.
 - Maintain confidentiality in and outside the workplace.
 - Understand and assist in interpreting school policies.

6. **General**

- Be adaptable to changing practices and to perform any other tasks appropriate to the level and nature of your current role to facilitate the smooth running of the School as directed by the Headteacher or Line Manager.
- Participate in the Duty Rota to supervise students as required

Signature of Postholder: _____ **Date:** _____

Oakwood School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any successful applicant will be required to undertake an Enhanced Disclosure check by the Criminal Records Bureau.

We foster an inclusive culture that promotes equality of opportunity and values diversity creating an environment where the rights and dignity of all members of our community are respected. We promote a culture that allows staff to grow and flourish, regardless of gender, ethnicity, religion, age, and all other aspects of diversity and therefore welcome and encourage applications from diverse backgrounds to join our team.

April 2025