

**THE CHERWELL SCHOOL**  
***Opportunity, Responsibility, Excellence***

**Teaching Assistant – Inclusion Base**

**Job Description**

Responsible to: Inclusion Support Base Manager

Salary Scale: Grade 5

Working Time: 30 hours per week, term time only

**Job Purpose:**

**Support for KS4 Pupils**

- Support and oversee GCSE course work for all KS4 Base students
- Ability to differentiate work both for lower and higher ability students – examples of this are: -
  - Simplifying/extending vocabulary
  - Explaining and interpreting work given by the teacher
  - Suggesting ways of tackling the task
  - Providing simplified/extended versions of work (needs advance planning with teacher)
  - Break down tasks into appropriate chunks
- Encourage students to start work; giving help if necessary
- Boost confidence - increase independence
- Know when to move away
- Developing good relationships with subject staff and have insight and knowledge of course requirements and expectations
- To seek to develop the values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs within the school community
- Be a supportive listener when required and pass on relevant concerns to the Base Manager, SENCO, Year Leader

**For all Base Students**

- Be aware of other, non-targeted, Base students who may be struggling or who are reluctant to ask for help
- Highlight key words, points, passages etc.
- Help higher ability students to develop answers fully and understand high end assessment objectives
- Scribing
- Writing homework in planners
- Assist with test/exam concessions (e.g. reader, amanuensis, scribe)
- To be involved in reviewing and monitoring of progress (e.g. targets)

## **Support for Behaviour Base Manager**

- Ensure teachers (and pupils) know who you are
- Work with small groups
- Keep students on task
- Complete administrative work for the Behaviour Base

## **Mental Health and Wellbeing**

- To carry out safeguarding duties and promote children's wellbeing in accordance with school guidelines
- To work with the Senior Leadership Team (SLT) in setting a culture within the school that supports the mental health and wellbeing of all members of the community as described in the school's Mental Health and Wellbeing Policy.
- Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support

## **General Duties**

- Attending weekly TA morning briefings
- Reading school bulletins/staffroom notices
- Checking information boards daily
- Attending Inset and training as appropriate
- To contribute fully to the school's safeguarding policy and procedures and attend regular safeguarding training

## **Notes:**

- While every effort had been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

The Cherwell School and the River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.

*August 2019*