

# **WOODSIDE HIGH SCHOOL**

## **JOB DESCRIPTION**



<b>POST TITLE:</b>	Teaching Assistant
<b>PURPOSE:</b>	To work under the guidance of teaching and senior staff to foster the participation of all students in the academic and social process of the school.
<b>REPORTING TO:</b>	SENCO/Co-Headteacher in charge of Inclusion
<b>SALARY/GRADE:</b>	Scale 4, point 18 <b>pro rata</b> (£19,917)
<b>DISCLOSURE:</b>	Enhanced
<b>MAIN DUTIES:</b>	<ul style="list-style-type: none"> <li>• To work with a caseload of students either in class or in individual/small group withdrawal.</li> <li>• To use specialist (curricular/learning) skills/training/experience to raise standards of achievement for all students</li> <li>• To work to develop a positive and nurturing relationship with a caseload of students.</li> <li>• To work with students with special educational needs and English as an additional language across the curriculum within the classroom assisting them with comprehension of content and tasks set, literacy (reading, spelling and writing) practical work and mathematics.</li> <li>• To assist subject teachers and to work under their guidance and supervision on differentiating the curriculum.</li> <li>• To work with students experiencing emotional and/or behavioural difficulties.</li> <li>• To work with a small number of students in small groups outside of the classroom on specific programmes.</li> <li>• To liaise with students' key workers on I.E.P targets, programmes and strategies.</li> <li>• To complete and submit written reports</li> <li>• To attend annual review meetings and other meetings as required.</li> <li>• To assist in the special exam arrangements as directed as a reader, amanuensis or provider of time.</li> <li>• To attend in service training as required.</li> <li>• To accompany specific students on school outings with teaching staff.</li> <li>• To carry out other duties commensurate with the post as specified by SENCO/Inclusion Manager.</li> </ul>

**Whilst every effort has been made to explain the main duties and responsibilities of this 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.**

**Employees are expected to present themselves and to act in a professional manner at all times, according to Woodside High School Code of Conduct.**

**Woodside High School has a strong commitment to achieving equality of opportunity in both services to the community and the employment of people, and expects all employees to understand and promote its policies in their work. We expect that the post holder will give a high profile to equality of opportunity in all areas of activity.**

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

**This job description is not prescriptive in that the needs of the school may change and this could necessitate revision in the future and amendment at any time, after consultation.**

Signed: \_\_\_\_\_

Principal: \_\_\_\_\_

Date: \_\_\_\_\_

## **Person Specification**

	<b>Desirable</b>
Ability to form positive relationships with students with special educational needs.	
Knowledge and understanding of special educational needs.	
Under guidance to monitor language development and language targets.	
The ability to speak a second language (desirable).	*
Under guidance the ability to implement a literacy programme.	
Under guidance the ability to implement a numeracy programme.	
Under guidance the ability to implement a behaviour programme.	
Flexibility in supporting across the curriculum.	
An understanding of how the curriculum can be developed to meet individual needs.	
Ability to work as a team member.	
Ability to reflect on and develop own practice.	
Willingness to develop own expertise.	
Good attendance and punctuality.	
Commitment to the school's and LEA's Equal Opportunities Policy and practice.	
Commitment to develop the ethos of the school	