



OAKLANDS SCHOOL

TEACHING ASSISTANT (Learning Support and SEN)

Salary Scale:	Scale 3 (Points 5-6) Term Time Only 39 weeks per year 27 hours per week
Salary Range:	£31,086 - £31,530 per annum pro rata Actual salary payable £20,719 – £21,491 per annum
Responsible to:	SENCO, Classroom Teacher

JOB DESCRIPTION

Purpose of Job

To provide high quality support to the learning of all children within the school regardless of need, and to work co-operatively with teachers, students, support staff, and external agencies to ensure this support is provided.

Key Tasks and Responsibilities

Learning Support

- Support the teacher to ensure delivery of high-quality education for all students
- Support students to access learning appropriate to their level, setting high expectations while encouraging independence and building their confidence
- Use strategies in liaison with the teacher to assist students to participate fully in lessons and support them in their learning objectives
- Promote acceptance and integration of children with additional needs within the school community, encouraging all students to interact and work together collaboratively
- Support students with personal needs as required. This may include help with social welfare, care and health matters, including toileting, dressing and mobility etc.
- Support teachers to develop suitable programmes of support for children, using knowledge of students and their needs
- Observe, record, and feedback information on student performance

Departmental

- Maintain regular communication with SENCO and department both formally and informally, ensuring that the needs of individual students are being met effectively
- Maintain records of interventions and impacts on students' achievement
- Attend and contribute to departmental meetings as relevant
- Liaise with relevant agencies and outside providers as required and relevant to ensure support for students in getting to and from school, accessing curriculum, etc
- Support students sitting examinations by facilitating access arrangements under the direction of the SENCO

Whole School

- Attend whole school training and meetings as requested
- Undertake training and development relevant to the post and in line with school priorities
- Support the implementation of interventions and programs to support students' literacy and numeracy within contracted hours
- Participate in performance management and development as required
- Accompany teachers and students on trips and out of school activities as required, proactively taking on an active role in the supervision of students, and taking responsibility for students under the supervision of the teacher
- Engage fully in activities that contribute to the life of the school, including but not limited to sports days, cultural events, and other in-school events
- Be aware of and promote school policies, procedures, and values
- Comply with health and safety responsibilities as part of performing the role
- Carry out any other duties commensurate with the grading of the post as requested, in the most effective, efficient and economic manner available
- Be aware of and support difference and ensure equal opportunities for all

PERSON SPECIFICATION

	Essential	Desirable
Experience		
Experience of work with students with a wide variety of additional needs		✓
Experience of work within an education setting	✓	
Skills		
Ability to work independently and part of a team	✓	
Effective communication skills, both verbally and written	✓	
Ability to record information accurately	✓	
Ability to relate to and build relationships with students	✓	
Good organisational and time management skills	✓	
Ability to remain calm and professional under pressure	✓	
Helpful, positive, patient, and caring nature	✓	
Good literacy and numeracy skills	✓	
Genuine passion for and a belief in the potential of every student	✓	
Belief that every student should have access to an excellent education regardless of background	✓	

Basic IT skills	✓	
Ability to tailor teaching and learning to the needs of individual students	✓	
Ability to take initiative in supporting students as incidents arise	✓	
Ability to communicate appropriate to situations and audience	✓	
Understanding of the importance of confidentiality and discretion	✓	
Qualifications and Training		
Education to at least Level 4 GCSE in English and Maths	✓	
Level 3 in Supporting Teaching and Learning in Schools		✓
Undertake relevant group induction training on commencement	✓	
Enhanced DBS clearance	✓	

The job description and person specification is not exhaustive and is subject to alteration in discussion with the post holder.