JOB DESCRIPTION & PERSON SPECIFICATION

Intermediate Teaching Assistant

BOW SCHOOL

44 TWELVETREES CRESCENT, BOW, LONDON, E3 3QW

T: 020 7536 5525 F: 0207 987 4504

E: hr@bow-school.org.uk

www.bow-school.org.uk

PERSON SPECIFICATION

Experience and Education:

- Relevant and recent experience of working with young people
- Experience of working at an intermediate or entry level – working in classrooms, supporting learning, teaching and the progress of targeted students
- Excellent literacy, numeracy and ICT skills

Skills and abilities:

Evidence of the ability to:

- Be a constructive and flexible member of the team
- Communicate effectively with individuals and groups of students, teachers, parents and other members of staff
- Establish and maintain effective working relationships with teachers and other members of staff
- Accept guidance and direction from teachers
- Show initiative and facilitate extra-curricular activities
- Keep written records and support the development of student's literacy and numeracy skills with confidence
- Motivate young people

Knowledge & Understanding of:

- The SEND Code of Practice and how TAs can support the progress of students with a variety of learning needs
- How students learn and the various factors which impact on their learning
- Inclusive practices in education
- The need for confidentiality

Other specific requirements:

- Commitment to the safeguarding of children and an understanding of policy and practice in this area
- The ability to be flexible in relation to working hours as required
- A knowledge of working practice in the education sector and/or schools
- Excellent records of attendance and punctuality
- A willingness to undertake specific training in working with students with special needs
- To adhere to the existing school working practices, methods, procedures, attend regular meetings, undertake relevant training and development activities and to respond positively to new and alternative systems.

THE POST IS SUBJECT TO AN ENHANCED DISCLOSURE AND THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED AND WILL BE SUBJECT TO RECHECKING AS APPROPRIATE

JOB DESCRIPTION

Post Title:	Intermediate Teaching Assistant
Purpose:	To support learning, teaching and the progress of targeted students across the Lower School, the Upper School and the Sixth Form
Reporting to:	Assistant Headteacher - Inclusion
Responsible for:	None
Working Time	Full Time, Term Time Only, 35 hours per week
Scale/Grade	Support Staff Pay Scale 3 pro rata

Key Duties and Responsibilities

1. To support the school's aims and ethos.
2. To know, actively support and comply with all the school's policies and procedures e.g. Health & Safety, Equal Opportunities, Child Protection and Behaviour.
3. To attend daily morning briefings and duties within the Learning Support Area as required
4. To support targeted students, as timetabled by the Assistant Headteacher or the Deputy SENDCO, in accessing the full curriculum, at the same time promoting independent learning
5. To work with individual students and groups, under the direction of the class teacher, introducing tasks, monitoring student work and using a range of strategies to support learning and progress.
6. To contribute to records of students' progress and achievement, as agreed with the class teacher and line manager.
7. To deliver targeted interventions to students on a one to one basis or in small groups as directed by the Assistant Headteacher or Deputy SENDCO
8. To assist with ensuring the learning spaces within the LSA contain stimulating and engaging learning resources and displays
9. To contribute to the class teacher's planning for individuals and groups through regular meetings during contracted hours to discuss student progress and to plan and review support.
10. To provide practical support to the class teacher in maintaining a purposeful, orderly and supportive environment for learning.
11. To use a range of support methods and resources, including ICT, appropriate to the needs of individuals and groups, as directed by the class teacher and line manager.
12. To support the organisation of the learning environment, including the production, maintenance and storage of resources and display
13. To facilitate at least 3 hours of extra-curricular activity per week, for students, as directed by the line manager

14. To attend formal meetings during contracted hours to discuss student progress with parents and other professionals as part of the relevant staff group.
15. To undertake supervision of playground activities, and duties, as directed by the Head teacher
16. To undertake care tasks, where agreed, related to students' physical welfare in accordance with LA guidance and procedures.
17. To attend and actively participate in training programmes
18. To accompany students and teachers on educational visits and trips during contracted hours.
19. To undertake other relevant and appropriate training during contracted hours, as identified with the line manager during staff appraisal.
20. To undertake other similar duties commensurate with the grade provided such duties are within the competence of the post holder.

Other Specific Duties

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 be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

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.

The post holder will be required to demonstrate a continual positive commitment to the school's policies including those relating to safeguarding children, health & safety, and equal opportunities.

This job description is current at the date shown, but in consultation with you, may be changed by the head teacher to reflect or anticipate changes to the job commensurate with the grade and job title.