

Job Description

Post Title:	Teaching Assistant 3 : Curriculum Support
Post Holder:	
Responsible to:	Head of designated curriculum area/s
Liaising with:	Headteacher, SLT, Head of Inclusion, all teaching & support staff as required
Working Time:	30 hours
Salary Grade:	Grade 4

General Responsibilities

To assist in promoting the learning wellbeing and personal development of all students, including, but not exclusively, those with special educational needs through in class support, withdrawal groups, off site activities, exam support and administrative tasks.

To undertake the planning, preparation and delivery of specialist programmes for such as; literacy, behaviour management and study support.

Re word above to:

To undertake the preparation and delivery of specialist programmes achieved with the SENCo.

To carry out Lunchtime Supervision duties as directed.

Each member of staff has a responsibility towards their own professional development and that of those they are accountable for.

The specific responsibilities described are subject to annual review by the Headteacher.

Specific Responsibilities

1. To provide learning support for curriculum areas
2. To contribute to the learning & teaching for curriculum areas
3. To support students within curriculum areas either individually, or in groups or through whole class teaching as directed
4. To provide administrative support for curriculum areas
5. To cover for absent colleagues as required
6. To assist in the induction and training of new TAs
7. To provide cover for whole classes when required across both sites
8. To support teaching staff & other support staff in the preparation of IEPs & Annual Review papers
9. To establish professional learning relationships with students
10. To support students in developing social and organisational skills both in and out of the classroom
11. To assist students to write and record their ideas, providing alternative means of recording ideas where appropriate
12. To read texts to students, ensuring they have access to written materials provided for the subject
13. To liaise with teachers and assist in planning for student's needs, preparing materials and activities for lessons as instructed
14. To use the school system for recording students' needs and progress
15. To provide regular feedback on students' learning and behaviour to the Head of Faculty & class teachers
16. To accompany students on educational visits & actively support the Group Leader
17. To know and apply school policies on Safeguarding, Health & Safety, Behaviour, Learning & Teaching, Equal Opportunities etc.
18. To maintain confidentiality at all times
19. To undertake any such reasonable duties as requested by the Head of the designated curriculum area/s

Other Specific Duties:

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example
- To actively promote the School's corporate policies
- To continue personal development as agreed
- To engage actively in the performance management review process
- 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
- Employees are expected to adhere to the School dress code presenting a professional image to students, parents, governors and the wider community
- 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

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

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

Headteacher :..... Date:

Postholder:..... Date:.....

Seaford Head School

Person Specification

Knowledge

- 1.1 A good standard of education (GCSE Grade C or equivalent) in English and Mathematics
- 1.2 At least a GCSE Grade C (or equivalent) in preferred curriculum area
- 1.3 Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment, including appropriate confidentiality
- 1.4 Knowledge of the Every Child Matters agenda
- 1.5 Knowledge of SEN Code of Practice
- 1.6 Knowledge of strategies to recognise and reward efforts and achievements towards self-reliance that are appropriate to the age and development stage of the pupils
- 1.7 Knowledge of the role of the Common Assessment Framework in multi-agency working
- 1.8 Knowledge of safeguarding school procedures and statutory duties

Experience

- 2.1 Experience of supporting children in a school environment, including those with special educational needs.
- 2.2 Experience of providing individual support to pupils experiencing emotional, social or behavioural difficulties
- 2.3 Experience of leading small group session support to pupils experiencing emotional, social or behavioural difficulties.
- 2.4 Experience of working with the parents and carers of children with additional educational needs is preferable.
- 2.5 Experience of teaching outside of the classroom is preferable
- 2.6 First aid training
- 2.7 Mini bus?

Skills & Abilities

- 3.1 Ability to use language and other communication skills that pupils can understand and relate to
- 3.2 Ability to establish positive relationships with pupils and empathise with their needs
- 3.3 Ability to demonstrate active listening skills
- 3.4 Ability to consistently and effectively implement agreed behaviour management strategies
- 3.5 Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs, encouraging the pupil to stay on task
- 3.6 Ability to monitor the pupils' response to the learning activities and, where appropriate, modify or adapt the activities to achieve the intended learning outcomes
- 3.7 Ability to carry out and report on systematic observations of pupils' knowledge, understanding and skills
- 3.8 Ability to assist in record keeping, data collection and report writing as required
- 3.9 Ability to offer constructive feedback to pupils to reinforce self-esteem
- 3.10 Ability to work effectively and supportively as a member of school teams
- 3.11 Ability to communicate effectively with parents and carers
- 3.12 Ability to work within and apply all school policies e.g. Safeguarding, behaviour management, Health & Safety, Equal Opportunities etc

Personal Qualities

- 4.1 Willingness to participate in further training and developmental opportunities offered by the school and by external providers, to further knowledge
- 4.2 Confidence to share good practice and experience with other professional colleagues