



Teaching Assistant (with an English as Additional Language focus) Job Description

Post Title:	Inclusion Support (Teaching Assistant)
Purpose:	Inclusion Support (Teaching Assistant) with particular responsibility for supporting students with SEND.
Reporting to:	Special Educational Needs and Disabilities Coordinator (SENDCo) and Assistant Special Educational Needs and Disabilities Coordinator (SENDCo)
Liaising with:	Headteacher, Deputy Headteacher, Assistant Headteachers, Heads of Year, Teachers, Intervention Team, relevant non-teaching support staff, parents and partner agencies.
Working Time:	08:30 - 15:10
Salary/Grade:	Grade 14
Disclosure level:	Enhanced

Main (Core) Duties:

The post holder:

- Is responsible to the SENDCo in respect of their overall duties.
- Interacts on a professional level with other colleagues and seeks to establish and maintain productive relationships with them in order to support the identified group of students.
- Communicates effectively with parents/carers and other agency staff to support students' learning and personal development.

Purpose of the position

- To assist the school in the development and implementation of a programme of work and in the provision of a stable, caring and supportive learning environment which enables students to achieve their full learning potential and facilitates their social and moral development.
- There is a requirement to work with students, either individually or in groups, who have attracted Higher Needs funding. This will include students across the ability range.

Core Responsibilities

Under the guidance and direction of the teacher:

- Supporting and directing tasks, clarifying and explaining instructions.
- Focusing support in areas needing improvement, both academic and social.
- Working with our students who use English as an Additional Language, individually and in small groups.
- Motivating and encouraging students to concentrate on and fulfil the tasks set.
- Undertaking learning activities with students of varying abilities to ensure differentiation and access to the curriculum
- Seeking to ensure the promotion and reinforcement of students' self-esteem, appropriate levels of effort and behaviour and to guide students to become independent learners.
- Contacting and meeting parents / carers to support the learning in school.

- Keeping up to date tracking files, creating and copying of resources, and using I.T. systems for administration and educational purposes.
- Contributing to and assisting in the development and monitoring of systems for review and recording of student progress including responsibility for key worker students.
- Planning and/ or assisting in the preparation for educational visits, and where appropriate accompany students.
- Attending and contributing to school staff meetings and in-service training events, within contracted hours or outside normal hours by agreement.
- Assisting in the supervision of Public Examinations and other tests and assessments as directed.
- Assisting in the development and implementation of Personalised Learning Plans
- Assuming sole supervision of whole classes for short periods in the absence of the teacher, but only when it is essential for the teacher to leave a class, such as in emergency-type situations.
- Analyse data to identify students' areas for improvement and intervention.

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 required to be courteous to colleagues and students 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.

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

Please note the offer of employment is subject to DBS, medical, references and satisfactory completion of a six month probationary period.

Teaching Assistant Person Specification

Qualifications

Essential

- Good English, Mathematics, ICT and communication skills

Desirable

- Experience of working with children / young people

Experience

Essential

- Good communication skills and the ability to work as part of a team
- Ability to be reliable, resourceful and take the initiative
- Ability to balance priorities and changing demands under pressure
- Ability to work independently within agreed boundaries

Desirable

- Knowledge of working with secondary school aged students
- Some experience of working with children and young people with complex needs

Personal Knowledge and Skills

Essential

- An understanding of the principles of inclusion
- A commitment to promoting equal opportunities and meeting individual needs
- Awareness of confidentiality
- Competent personal skills in dealing with young people
- Commitment to helping every student achieve his / her potential
- Ability to work as part of a team.
- Able to manage time effectively.
- Ability to be flexible to the needs of the children.
- Effective communication, interpersonal and organisational skills.
- Ability to use ICT to support students' learning.

Crispin's Values and Ethos

Essential

- Value the contribution that each individual brings to the school community
- Respect and value diversity and promote equality
- Promote and model mutual respect
- Commitment to the importance of coaching and restorative justice
- Commitment to inclusive education
- Commitment to safeguarding and promoting the welfare of children and young people

Personal Qualities

Essential

- Empathy for children with special needs.
- Patience, empathy and compassion.
- Positive attitude to student development.
- A genuine interest in children and young people and a willingness to support and assist them towards independence.
- Good communication skills, flexibility, accuracy, ability to prioritise workload, strong organisational ability.
- Enthusiasm to support young people to develop intellectually and personally.
- A strong commitment to ongoing professional development.
- Resilience.
- Emotional intelligence.
- Ability to develop and maintain positive relationships with colleagues, staff, students, parents and carers.
- The ability to speak fluent English.

Desirable

- Possess an excellent sense of humour

Teaching Assistant – Job Description Declaration

Colleague's Name:		Date:	
Signature:			
Headteacher's Name:		Date:	
Signature:			

