



Job Description

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| Job Title | Teaching Assistant Grade 4 |
| Name of Postholder: | |
| Date of Review of this Job Description | February 2019 |
| Grade/Rate of Pay/Salary | 4 |
| Establishment | Wood Green School |
| Location | Woodstock Road, Witney, OX28 1EB |
| Post responsible to | SENCO |
| Working Time/Conditions | 28 hours per week |
| Purpose of Post | <i>Support the learning of SEND students in lessons so they can become independent learners and achieve their full potential.</i> |
| Key responsibilities | <ol style="list-style-type: none"> 1. Support the learning of SEND students in lessons 2. Working with SEND and underachieving students 3. Working with colleagues across the school 4. Reviewing progress of SEND students 5. Meet the professional standards of this post and of Wood Green School |
| General Duties | |
| <p>As a member of staff the postholder will:</p> <ul style="list-style-type: none"> • Follow all school policies and procedures • Uphold the Code of Conduct for staff • Safeguard and promote the welfare of all young people he/she is responsible for, or comes into contact with in the school. • Engage in relevant continuous professional development opportunities and performance management arrangements | |
| Responsibilities and Accountabilities | |
| <ol style="list-style-type: none"> 1. Support the learning of SEND students in lessons <ol style="list-style-type: none"> a) Supervise and provide specific learning support for pupils, including those with special needs, ensuring their safety and access to learning activities. b) Assist and support the work of qualified teachers with individual pupils and small groups of students so they make expected levels of progress. c) Assist with the development and implementation of student profiles and Personal Care programmes. | |

- d) Establish constructive relationships with pupils and interact with them according to individual needs.
- e) Promote the inclusion and acceptance of all pupils.
- f) Encourage pupils to interact with others and engage in activities led by the teacher.
- g) Set challenging and demanding expectations and promote self-esteem and independence.
- h) Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.
- i) Work with other professionals, such as SEND specialist teams, when necessary.

2. Working with SEND and underachieving students

- a) Develop an understanding of the special educational needs of the pupils concerned.
- b) Take into account a pupil's SEND and ensure that their access to the lesson and its content through appropriate clarification, explanations, equipment and materials.
- c) Build and maintain successful relationships with pupils, treat them consistently, with respect and consideration.
- d) Reinforce the learning of students with SEND across the school.
- e) Model good practice and set high expectations.
- f) Support the SEND department with its supervision of SEND pupils.

3. Working with colleagues across the school

- a) Plan and arrange meetings with classroom teachers to contribute to planning lessons / activities.
- b) Prepare materials and resources.
- c) Support classroom teachers with planning differentiated activities for identified groups.
- d) Attend weekly SEND team meetings.

4. Reviewing progress of SEND students

- a) Monitor the performance of SEND students across the curriculum by supporting tracking systems and providing reports for the SEND team.
- b) Help develop and implement student profiles.
- c) Adapt interventions and plans to ensure no SEND students fall behind.
- d) Help SEND students understand what they need to do to make further progress.

5. Professional standards

- a) Support the aims and ethos of the school.
- b) Undertake professional duties that may be reasonably assigned, for example, to collect information for Annual Reviews.
- c) To support implementation of school policies and procedures, including those relating to confidentiality and behaviour.
- d) To identify personal training needs and to attend appropriate internal and external in-service training.
- e) Bi-annual formal review of performance with the SENCO.

In addition, the Headteacher may assign reasonable additional or alternative duties at any time as the needs of the school change.

Health and Safety

- To have due regard for health and safety in the workplace
- To be familiar with, and adhere to, relevant parts of the school's Health and Safety Policy
- Co-operate with health and safety requirements
- Report all known defects
- Use, but do not misuse anything provided for your health, safety and welfare
- Do not undertake unsafe acts
- Inform Head of Establishment of any 'Near-Misses'
- Be familiar with the emergency action plans for fire, first aid and security issues
- Undertake specific designated duties regarding emergency evacuation
- Raise health and safety and environmental issues with students

Organisational effectiveness

- Any task which is appropriate to the post level in order to maintain/enhance organisational effectiveness which may include redeployment to other departments – to include cover for absent colleagues and/or relocation to areas of need

Responsibilities and Accountabilities

Child Protection

Wood Green School is committed to safeguarding and promoting the health, safety and welfare of children, young people and vulnerable adults. Staff and volunteers are expected to share this commitment for whom they are responsible or with whom they come into contact in the course of their duties. All successful candidates will be subject to Criminal Records Bureau checks along with other relevant employment checks.

Standards and Quality Assurance

- Support the aims and ethos of the school as identified in the staff handbook
- Promote and model good relationships with pupils, colleagues, parents and visitors
- Set a good example in terms of dress, punctuality and attendance.
- Participate in training and take a lead in own professional development

- Participate in the School's staff appraisal process

Notes

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

Key Attributes - Person Specification

| | Attributes / Experience | Essential | Desirable | Evidence |
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| 1 | Experience working with children of relevant age in a learning environment. | √ | | Letter of application |
| 2 | Working in a school environment. | | √ | Letter of application |
| 3 | Level 2 qualification in English and Mathematics. | √ | | Letter of application; interview |
| 4 | Excellent numeracy/literacy skills – equivalent to NVQ Level 4 in English and Maths. | | √ | Letter of application; interview |
| 5 | Functional ICT skills. | √ | | Letter of application; interview |
| 6 | Ability to learn new and relevant skills. | √ | | Interview |
| 7 | Effective interpersonal skills. | √ | | Interview |
| 8 | Full working knowledge of relevant polices/codes of practice/legislation. | √ | | Interview |
| 10 | Good understanding of child development and learning processes. | √ | | Interview |
| 11 | Understanding of statutory frameworks relating to SEND. | | √ | Interview |
| 12 | Training in relevant learning strategies e.g. literacy. | | √ | Letter of application; interview |
| 13 | Ability to relate well to children and adults | √ | | Interview |

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| 14 | Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these. | √ | | Interview |
| 15 | Commitment, enthusiasm and energy. | √ | | Interview |
| 16 | Willingness to be involved in the wider life of the school community. | √ | | Interview |