



## DRAFT JOB DESCRIPTION

JOB TITLE:	Teaching Assistant
GRADE/ ROLE PROFILE REF:	Grade B
WORKING WEEKS/ HOURS:	39 weeks; 29.5 hours per week
TIMES WORKED:	8.30am–3.00pm Tuesday, Wednesday and Friday 8.30am–4.00pm Monday and Thursday
BASE:	Learning Support Department

### ORGANISATIONAL ARRANGEMENTS:

**Job holder:** to be appointed

**Reports to:** Head of Additional Learning (SENCo)

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### GENERAL STATEMENT

To represent Wildern Academy Trust in a positive manner and to treat all visitors with respect, courtesy, and consideration, to ensure that every effort is made to satisfy reasonable requirements and assist in the maintenance of an attractive welcoming campus.

To carry out duties correctly and promptly in a good working atmosphere and to assist in the creation of a safer environment by adhering to Health and Safety Regulations and agreed Codes of Practice for Wildern Academy Trust employees. Attendance at training courses may be required as part of professional updating.

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### JOB PURPOSE

To foster the participation of students in the social and academic processes of a school. To seek to enable students to become more independent learners and help to raise standards of achievement for all students.

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### LEADERSHIP:

- To be responsible for the delivery of early morning catch up sessions with individual students and small groups as directed by the SENCo.
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### MANAGEMENT:

- Support staff in dealing with safeguarding issues as appropriate.

- Assist with the induction of new staff.
  - Keep up to date with new pedagogy/ new technologies/ curriculum initiatives and their use and impact to enhance learning across the curriculum.
  - Contribute to the appropriate section of the School Development Plan, meeting agreed timescales and success criteria.
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### **MONITORING and EVALUATING:**

- To participate in the evaluation of the learning support programmes.
  - To maintain student progress records.
  - In conjunction with the class teacher and/or other professionals assist the development of a system of recording student's progress.
  - Contribute to reviews of student's progress.
  - To carry out special duties if the student's Statement specifies e.g. In the case of a physical disability some help with exercises may be necessary (training will be given), or maintain frequent liaison with parents in order to monitor the disability.
  - To provide regular feedback about a student to the teacher.
  - Take into account the special needs of student involved, to aid the student to learn as effectively as possible both in group situations and on his/her own by, for example:
    - clarifying and explaining instructions;
    - ensuring that all students are able to use equipment and materials provided;
    - motivating and encouraging student as required;
    - assisting in weak areas, e.g. language, behaviour, reading, spelling, handwriting and presentation, etc.;
    - helping students to concentrate on and finish work set;
    - meeting physical needs as required whilst encouraging independence;
  - To provide, where necessary, written details of students' progress/behaviour to assist Annual Reviews and/or other assessments.
  - To become familiar with the aims and objectives of Annual Reviews and the targets of IEPs for the students with whom they are working.
  - To assist with class teacher (and other professionals as appropriate), in the development of a suitable programme of support for students with special needs.
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### **PROFESSIONAL EXPECTATIONS/ DEVELOPMENT:**

- Develop expertise within ICT to support across the curriculum.
- Attend relevant in-service training.
- To attend Learning Support meetings and staff meetings when appropriate.
- To establish a supportive relationship with the students concerned.
- To encourage acceptance and integration of special needs students with other students in school.
- To develop methods of promoting/ reinforcing students' self-esteem.
- To maintain confidentiality where appropriate.
- To respect the teacher's classroom management and organisation.
- Where appropriate assist in the development of a relationship to foster links between home and school.
- Liaise with other members of the team supporting the students as and when the need arises.
- To work as part of the Learning Support team under the direction of the SENCo.
- To prepare materials as necessary under the direction of the mainstream class/ subject teacher.

- To help students organise themselves and their equipment. To explain tasks in class and help to record homework where appropriate.
- To uphold the school rules and encourage students to behave appropriately.
- Facilitate and support students' healthy lifestyles and safe practices.
- Promote students' positive contribution to the community and their future economic well-being.
- Provide a safe and structured, secure learning environment for students.
- Be aware of school procedures.
- Such other duties as may be reasonably allocated or directed within the purview of the post.

## NOTES

- The School and site is open between the hours of 6.00 am and 10.30 pm and Support Staff may be asked to carry out their duties during these hours in order to meet the operational needs of the school. Those staff who may be asked to work outside these times will have a note to that effect in their job description.
- Hours of work/designated lunch times may be subject to change for operational reasons.
- All applications for leave of absence, claims for additional hours, changes to published hours of working, etc. should be agreed and processed via the HR Manager and Headteacher to enable records to be kept.
- If, at the time of interview for a post, an applicant has disclosed they have already booked a holiday (or other event), then that will be honoured up to six months after the starting date.
- No other holidays will be granted during term time without a very **exceptional** reason. Notice must be given in writing at least 6 working weeks in advance.
- In exceptional cases where time off is granted it will either be as
  - (a) unpaid leave, or
  - (b) time made up in lieu (by negotiation).
- There are other occasions when the Headteacher may grant leave (unpaid or time made up in lieu)
  - (a) Overtime has been worked by agreement with the Headteacher.
  - (b) To attend a special event e.g. graduation.

## FLEXIBILITY STATEMENT

The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.

## PERFORMANCE REVIEW (IPP)

All support staff undertake an annual Individual Performance Planning cycle (IPP) in line with school policy and practice. This postholder's IPP would be line managed and undertaken by the Head of Additional Learning (SENCo).

Date Prepared: 5<sup>th</sup> January 2024

Prepared By: HR

Date Reviewed:

Reviewed By: