

## Job Description

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Job Title	Teaching Assistant		
Name of Post Holder:		Date and signature of post holder	
Responsible to			
Establishment/ location	Wood Green School, Woodstock Road, Witney, OX28 1DX		
Review date of Job Description	October 2023		
Grade/salary	Grade 4		
Hours/working time	28 hours per week, 39 weeks, term time only		
Purpose of Post	<i>Support the learning of SEND students in lessons so they can become independent learners and achieve their full potential.</i>		
Post responsible for			
Main Duties and Responsibilities	<ol style="list-style-type: none"> <li>1. Support the learning of SEND students in lessons</li> <li>2. Working with SEND and underachieving students</li> <li>3. Working with colleagues across the school</li> <li>4. Reviewing progress of SEND students</li> <li>5. Meet the professional standards of this post and of Wood Green School</li> </ol>		
<b>General Duties</b>	<ul style="list-style-type: none"> <li>• Undertake any necessary training</li> <li>• Attend staff meetings where relevant</li> </ul> <p>As a member of staff the postholder will:</p> <ul style="list-style-type: none"> <li>• Follow all school policies and procedures</li> <li>• Uphold the Code of Conduct for staff</li> <li>• Safeguard and promote the welfare of all young people he/she is responsible for or comes into contact within the school.</li> <li>• Engage in relevant continuous professional development opportunities and performance management arrangements</li> </ul> <ol style="list-style-type: none"> <li>1. Support the learning of SEND students in lessons <ol style="list-style-type: none"> <li>a) Supervise and provide specific learning support for pupils, including those with special needs, ensuring their safety and access to learning activities.</li> <li>b) Assist and support the work of qualified teachers with individual pupils and small groups of students so they make expected levels of progress.</li> <li>c) Assist with the development and implementation of student profiles and Personal Care programmes</li> <li>d) Establish constructive relationships with pupils and interact with them according to individual needs</li> <li>e) Promote the inclusion and acceptance of all pupils</li> <li>f) Encourage pupils to interact with others and engage in activities led by the teacher</li> <li>g) Set challenging and demanding expectations and promote self-esteem and independence</li> </ol> </li> </ol>		

	<p>h) Provide feedback to pupils in relation to progress and achievement under guidance of the teacher</p> <p>i) Work with other professionals, such as SEND specialist teams, when necessary</p> <p>2. Working with SEND and underachieving students</p> <p>a) Develop an understanding of the special educational needs of the pupils concerned</p> <p>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.</p> <p>c) Build and maintain successful relationships with pupils, treat them consistently, with respect and consideration</p> <p>d) Reinforce the learning of students with SEND across the school</p> <p>e) Model good practice and set high expectations</p> <p>f) Support the SEND department with its supervision of SEND pupils</p> <p>3. Working with colleagues across the school</p> <p>a) Plan and arrange meetings with classroom teachers to contribute to planning lessons / activities</p> <p>b) Prepare materials and resources</p> <p>c) Support classroom teachers with planning differentiated activities for identified groups</p> <p>d) Attend weekly SEND team meetings</p> <p>4. Reviewing progress of SEND students</p> <p>a) Monitor the performance of SEND students across the curriculum by supporting tracking systems and providing reports for the SEND team</p> <p>b) Help develop and implement student profiles</p> <p>c) Adapt interventions and plans to ensure no SEND students fall behind</p> <p>d) Help SEND students understand what they need to do to make further progress</p> <p>5. Professional standards</p> <p>a) Support the aims and ethos of the school</p> <p>b) Undertake professional duties that may be reasonably assigned, for example, to collect information for Annual Reviews</p> <p>c) To support implementation of school policies and procedures, including those relating to confidentiality and behaviour</p> <p>d) To identify personal training needs and to attend appropriate internal and external in-service training</p> <p>e) Bi-annual formal review of performance with the SENCO</p> <p>In addition, the Headteacher may assign reasonable additional or alternative duties at any time as the needs of the school change</p>
<p><b>Health and Safety</b></p>	<ul style="list-style-type: none"> <li>• To have due regard for health and safety in the workplace</li> <li>• To be familiar with, and adhere to, relevant parts of the school's Health and Safety Policy</li> <li>• Co-operate with health and safety requirements</li> <li>• Report all known defects</li> <li>• Use, but do not misuse anything provided for your health, safety and welfare</li> <li>• Do not undertake unsafe acts</li> <li>• Inform Head of Establishment of any 'Near-Misses'</li> <li>• Be familiar with the emergency action plans for fire, first aid and security issues</li> <li>• Undertake specific designated duties regarding emergency evacuation</li> <li>• Raise health and safety and environmental issues with students</li> </ul>

<b>Child Protection</b>	<ul style="list-style-type: none"> <li>• Wood Green School is committed to safeguarding and promoting the health, safety and welfare of children, young people and vulnerable adults</li> <li>• 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.</li> <li>• All successful candidates will be subject to DBS checks along with other relevant employment checks</li> </ul>
<b>Standards and Quality Assurance</b>	<ul style="list-style-type: none"> <li>• Support the aims and ethos of the school as identified in the staff handbook</li> <li>• Promote and model good relationships with students, colleagues, parents and visitors</li> <li>• Set a good example in terms of dress, punctuality and attendance</li> <li>• Participate in training and take a lead in own professional development</li> <li>• Participate in the School's staff appraisal process</li> </ul>
<b>Notes:</b>	<ul style="list-style-type: none"> <li>• Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified</li> <li>• 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</li> </ul>

## Person Specification

### Teaching Assistant

Criteria	Essential	Desirable
<b>Education and Qualifications</b>	Level 2 qualification in English and Mathematics	

<b>Knowledge and Experience</b>	<p>Experience working with children of relevant age in a learning environment</p> <p>Good understanding of child development and learning processes</p>	<p>Working in a school environment</p> <p>Understanding of statutory frameworks relating to SEND</p> <p>Training in relevant learning strategies e.g., literacy</p> <p>Full working knowledge of relevant policies/codes of practice/legislation</p>
<b>Skills and Ability</b>	<p>Functional ICT skills.</p>	
<b>Personal Characteristics</b>	<p>Ability to learn new and relevant skills</p> <p>Effective interpersonal skills</p> <p>Ability to relate well to children and adults</p> <p>Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these</p> <p>Commitment, enthusiasm and energy</p> <p>Willingness to be involved in the wider life of the school community</p>	