**MOULTON SCHOOL**





**AND SCIENCE COLLEGE**

**TEACHING ASSISTANT – LEVEL 2**

31.25 hours per week - 38.6 weeks per year

(38 weeks term time + 3 Training Days)

Salary range Grade D Point 3-4 (£24,027 - £24,404)

£17,264 - £17,534 (actual salary)

**Reports to:** SEN Manager

We have an exciting opportunity for a Teaching Assistant to join our Inclusion department. We require suitably qualified and experienced individuals to join us.

We believe that through our learning, work and play we can nurture, challenge and inspire young people to achieve their full potential. We offer this fantastic opportunity for the right person to use their knowledge and skills to change lives, enthuse and inspire.

**Core Responsibilities:**

* To work under the direction of the SENDCo and SEN Manager within the Special Educational Needs Department.
* To work under the direction of the classroom teacher when supporting the pupil with special educational needs in the classroom.
* To support pupils in the department within small groups and on a 1:1 basis, possibly including delivery of literacy intervention courses to small groups.
* To supervise pupils and carry out day-to-day tasks within the inclusion department.
* To support the implementation of department policies and initiatives.

**Support for Pupils:**

* Support pupils to complete lesson tasks to the highest possible standard as independently as possible.
* Establish productive working relationships with pupils, acting as a role model and setting high expectations of behaviour and presentation.
* Support pupils consistently whilst recognising and responding to their individual needs.
* Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
* To deliver intervention programmes, including small group literacy intervention programmes.
* Provide feedback to pupils in relation to progress and achievement.
* Create a positive working relationship and environment conducive to effective learning for children with SEN.
* Promote the inclusion and acceptance of all pupils within the classroom.
* Promote independence and employ strategies to recognise and reward achievement of self-reliance.
* Develop a detailed understanding of the SEN needs of students in the school.
* Participate in training, other learning activities and professional development as required.
* Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, confidentiality and data protection.

**Support for the School****:**

* To support the SEN Manager with the day-to-day management of the learning environment.
* To form and maintain good working relationships with all school staff whom assist in the smooth running of the SEN department.
* To support in maintaining the high standards of behaviour within the department and facilitating a safe environment for all pupils that use the inclusion rooms.
* To work closely with the pastoral team in order to maintain communication about the pupils’ needs and progress.
* To adhere to and maintain the department and whole school ethos.
* To work collaboratively with staff to achieve positive outcomes for pupils.
* To have an understanding of special educational needs and disabilities as defined in the SEND Code of Practice 2015.
* To be responsible and accountable for carrying out the post with regard to the school’s Safeguarding Policy.
* To demonstrate awareness/understanding of equal opportunities and other people’s behavioural, physical, social and welfare needs.
* To carry out any other duties which fall within the broad spirit, scope and purpose of this job description.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work.

Duties may be subject to periodic review by the Head Teacher and/or SENDCo (in consultation with the post holder) to reflect the changing work of the school or to reflect changing learner needs.

**THE SPECIAL NEEDS DEPARTMENT**

The department is responsible for supporting students with a range of special needs.

Accommodation consists of a purpose-built block of rooms. All rooms are very well equipped and are flexible enough to be used for teaching groups of varying sizes up to fifteen.

One of the dedicated rooms also serves as an ‘Inclusion Room’ and students with temporary access concerns and students who need time out spend some time there. TAs may support this area.

**Our students:**

We have approximately 22 students who have an Education, Health and Care Plan (EHCP) This plan brings with it extra resourcing and funding to meet the students’ specific needs.

In addition to this, another approximately 130 students are on our SEND register. These students receive support additional to that provided in the classroom by the teacher.

The Special Needs Co-ordinator oversees provision in school, working closely with staff and parents to try to meet individual needs.

**PERSONNEL SPECIFICATION**

**TEACHING ASSISTANT LEVEL 2**

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| **CATEGORY ITEM** | **ESSENTIAL** | **DESIRABLE** |
| Experience |  | * Work in supporting young people.
* Awareness of secondary education processes.
* Work as a TA
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| Education and Training | * Evidence of English and Maths at level 2.
* Evidence of commitment to professional development.
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| Aptitudes | * Ability to set high standards and motivate students.
* Ability to work co-operatively within the support department.
* Ability to develop resources.
* The ability to converse at ease with members of the public and provide advice and information in accurate spoken English is essential for the post.
 | * Ability to use ICT.
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| Disposition | * Committed and enthusiastic.
* Enjoys working in a team.
* Shows initiative.
* Co-operative and flexible.
* Empathy with students of all abilities and dispositions
* Suitability to work with children
* Sense of humour.
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