

Simon Balle All-through School

Job description – Teaching Assistant

Focus/Purpose

To support all students, especially those with AN/SEND learning needs/ and other vulnerable groups e.g. Pupil Premium, to ensure that they achieve their full academic potential.

Our aim at Simon Balle is to help all students to become independent, self-reflective learners, who progress socially and take responsibility for their learning.

Key Responsibilities for a member of the Inclusion Department

To support the learner by:

- Working with the teacher to plan effective learning strategies, with the knowledge of both short term and long term targets
- Working with the student to achieve, by clarifying instructions, helping them to use equipment and resources efficiently and enabling them to develop strategies to keep on task. This can help prepare them to work effectively both in school and at home.
- Developing and creating a bank of appropriate learning resources
- Liaising with staff and providing specific feedback on student academic progress
- When appropriate, working outside of or within the classroom, with small groups or individuals to deliver intervention

Expectations

- Attendance at whole school staff meetings as agreed
- Attend department meetings as agreed
- Meet with teaching staff & Achievement Leaders to be conversant with Scheme of Work.
- To understand assessment criteria and levels in order to adapt work and provide feedback
- Working within the particular learning area you are designated to each academic year.
- Ability to form and maintain appropriate relationships and personal boundaries with students
- Keep up to date records as evidence of work

Skills

- Able to make decisions, take initiative
- Have knowledge of specialist areas of SEN (ADHD, SLCN etc.)
- Effective oral and written communication skills
- Good organisational and time management skills
- Sound IT skills to support learning

Standards and Quality Assurance

- Support the aims and ethos of the school
- Set a good example in terms of dress, punctuality and attendance
- Undertake professional duties that may be assigned by the HOD or SENCo
- Be proactive in matters relating to Health and Safety
- Promote the safeguarding of students
- Use IT systems as required to carry out the duties of the post in the most efficient and effective manner

Education and experience

- Demonstrable levels of numeracy and literacy GCSE A – C or equivalent
- Training in relevant learning strategies
- Evidence of specialism in specific curriculum areas
- Understanding of behaviour management strategies
- Understanding of current educational climate – Ofsted etc