**GRADUATE INTERN TEACHING ASSISTANT**

**JOB DESCRIPTION**

**Hours of work:** 35 hours

**Salary:** Scale H2 rising to H3

**Reports to:** Member of Inclusion Faculty with Graduate Intern Management Responsibility

**Main duties and responsibilities:**

* Support the aims and ethos of the school.
* Work within the guidelines of all school policies.
* Be a positive role model for students in terms of general behaviour, smart business dress, punctuality and attendance.
* Be fully involved in the Support Staff appraisal process.
* Deliver 1:1 and small group intervention programmes in Maths or English under the guidance of the teacher and/or Head of Inclusion.
* Provide feedback to the students in relation to progress and achievement under guidance of the teacher
* Supervise students with a variety of different needs including Special Educational Needs, English as an Additional Language and Disadvantaged students.
* Assist with the supervision of students out of lesson times, including before and after school and at lunchtimes as required
* Undertake relevant in-house and external CPD. As part of this commitment you are expected to attend at least two in-house after school CPD sessions and take time back in lieu as agreed in advance with your Line Manager. This would usually be during the last half term.
* Assist in the educational, social and emotional development of students being supported including supporting in a pastoral capacity.
* Provide support for individuals and groups of students inside and outside the classroom to enable them to fully participate in learning.
* Contribute positively to the management of student behaviour.
* Prepare, organise and deliver classroom activities for individuals and small groups of students.
* Implement a range of teaching and learning strategies to support individuals or groups of students.
* Promote independent learning.
* Prepare differentiated resources and materials.
* Assist with the update of accurate information regarding students with SEND.
* Maintain accurate records of intervention work undertaken and record progress and achievement of students within small group sessions.
* Interact appropriately and professionally with teachers, other colleagues and parents/carers.
* Refer matters beyond competence and role to Assistant Headteacher, Inclusion, or other appropriate member of staff.
* Work with a core Faculty to develop and differentiate resources and assessments to meet the needs of pupils with SEND within that subject area.
* Attend team and staff meetings.
* Attend school educational visits and participate in outdoor education.
* To work with and support students eligible for Pupil Premium funding helping them to achieve their full potential.
* Act as a reader / scribe for exams in line with the access arrangements policy

**General:**

* Willing to undertake and make future use of any training which the school deems necessary or desirable, such as first aid training and driving the minibus (subject to licence requirements).
* If you are bilingual or intermediate in another language, to be prepared to attend, occasionally and by prior arrangement, Parents’ Evenings to support in translating for parents, for which time off in lieu will be given.
* To invigilate examinations as required, for which time off in lieu will be given if the work falls outside of normal working hours.
* Under the direction of the Assistant Headteacher, Inclusion, adopt a flexible approach to the daily routine to best meet the needs of students requiring support at any given time.
* Undertake any professional duties that may be reasonably assigned by the Assistant Headteacher, Inclusion.