**Woodeaton Manor School**

***“Reducing Barriers to Expand Horizons”***

* **Application Closing Date:** 9am onMonday 14th Oct **(unless a suitable candidate has been appointed prior to this date)**
* **Interview Date:** Wednesday 16th Oct
* **Start Date:** As soon as possible
* **Contract/Hours**: Part time, permanent, term time only

32.5 hours per week, to be worked on Mon, Tue & Thu between 8.20am-3.20pm, between 8:20am and 4:00pm on Wed and between 8:20am and 2:50pm on Friday

38 working weeks plus 6.48 weeks paid holiday per annum

* **Salary Details**: Grade 8
* **Location of Role**: On site
* **Contact Email Address**: [recruitment@woodeaton.oxon.sch.uk](mailto:recruitment@woodeaton.oxon.sch.uk)
* Reporting to: Assistant Headteacher

**HLTA**

**Job overview**

Woodeaton Manor is a Special School catering for pupils with Social Emotional and Mental Health Needs. We are a small school with 80 pupils, located in a Georgian Manor House, 5 miles outside of Oxford City in beautiful Oxfordshire countryside

**The successful candidate will have**

* Experience of classroom practice, as a teacher or experienced TA
* Pastoral experience / safeguarding experience
* SEN / SEMH experience
* Excellent communication skills
* Confident, personable, and determined in nature
* Effective behaviour management skills
* De-escalation strategies and techniques
* Some experience of safeguarding protocols
* Personal initiative
* A strong belief in providing the very best for young people who need it most

**We can offer:**

* A friendly work environment and a supportive leadership team.
* A team dedicated to making a difference to pupils who need it most.
* Employee Assistant Programme.
* Continuous CPD opportunities.

This is an outstanding opportunity for someone who wants to join a high performing school and gain significant experience to further enhance their career.

**Main purpose**

To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision and assisting the teaching staff in the implementation of National Curriculum/Developmental Curriculum and School Curriculum. This may involve planning, preparing, and delivering learning activities for individuals/groups or short term for whole classes and monitoring pupils and assessing, recording, and reporting on pupils’ achievement, progress, and development.

* Be responsible for the management and development of a specialist area within the school and/or management of other teaching assistants including allocation and monitoring of work, appraisal, and training.
* Be responsible for communication liaising between managers/teaching staff and teaching assistants as well as organising and chairing TA meetings at least termly and actioning any points raised.
* Undertake if required, recruitment/induction/appraisal/training/mentoring for other teaching assistants and ensure that new TAs have completed a full induction process following the school policy and are well versed with Health and Safety issues throughout the school.

**Duties and Responsibilities**

* Teaching and learning
* Establish productive working relationships with pupils, acting as a role model and setting high expectations
* Develop and implement effective working strategies for WMS’ pupils
* Promote the inclusion and acceptance of all pupils within the classroom
* Drawing on knowledge of normal child development and various forms of special needs, develop an understanding of the special needs of the child/ren concerned, providing support consistently whilst recognising and responding to their individual needs
* Promote independence and employ strategies to recognise and reward achievement of self-reliance
* Provide feedback to pupils in relation to progress and achievement
* Work within agreed policies and procedures to anticipate and manage behaviour constructively, promoting self-control and independence
* Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
* Observe pupil performance and pass observations on to the class teacher
* Supervise a class if the teacher is temporarily unavailable
* Undertake any other relevant duties given by the class teacher
* To cover and lead class teaching (under supervision) as and when appropriate
* Direct the work, where relevant, of other adults in supporting learning
* Use ICT effectively to support learning activities and develop pupils’ competence and independence in its use

**Planning**

* Contribute to effective assessment and planning by supporting the monitoring, recording, and reporting of pupil performance and progress as appropriate to the level of the role
* Prepare lesson plans and associated resources necessary to lead learning activities, taking account of pupils’ interests and language and cultural backgrounds
* Prepare the classroom for lessons
* Use their area(s) of expertise to contribute to the planning and preparation of learning activities, and to plan their role in learning activities
* Use allocated time to devise clearly structured activities that interest and motivate learners and advance their learning
* Plan how they will support the inclusion of pupils in the learning activities
* Advise on appropriate deployment and use of specialist aid/ resources/ equipment
* Deliver local and national learning strategies e.g., literacy, numeracy, KS3, early years and make effective use of opportunities provided by other learning activities to support the development of pupils’ skills

**Working with staff, parents/carers, and relevant professionals**

* Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
* Communicate their knowledge and understanding of pupils to other school staff and education, health, and social care professionals, so that informed decision making can take place on intervention and provision
* Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment, and barriers to learning, as directed by teachers
* With the class teacher, keep other professionals accurately informed of performance and progress, or concerns they may have about the pupils they work with
* Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
* Collaborate and work with colleagues and other relevant professionals within and beyond the school
* Develop effective professional relationships with colleagues
* Attend parents evenings
* Attend relevant staff meetings

**Health and safety**

* Promote the safety and wellbeing of pupils, and help to safeguard pupils’ wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school’s child protection policy
* Look after children who are upset or have had accidents

**Professional development**

* Help keep their own knowledge and understanding relevant and up to date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
* Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school

Take part in the school’s appraisal procedures

**Safeguarding**

* Work in line with statutory safeguarding guidance (e.g., Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
* Promote the safeguarding of all pupils in the school

This job description sets out the main duties of the post at the date it was drawn up. However, it is not intended to be an exhaustive or definitive list. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. You may be required to carry out other duties commensurate with your role.

