



Job Description

Teaching Assistant - Inclusion

Post Details

Salary: £22,183 FTE (7,608 - 15 hrs per week TTO 0.34 of FTE)

Location: Culham, Oxfordshire

Contract type: Term Time only

Reporting to: SENCO, Class Teacher, TA coordinator

Europa School UK

The Europa School specialises in Languages and Sciences and offers multilingual, multicultural education, leading ultimately to the International Baccalaureate Diploma Programme. The curriculum in primary is unique using elements of European School's primary curricula and the British national curriculum in an immersion model. The secondary is moving towards using the International Baccalaureate Middle Years Programme with humanities taught in the students' stream language. It is an all-through free school of pupils aged 4 to 19.

Job Description

To provide support to pupils with special educational needs and/or disabilities (SEND), or are otherwise in need of additional support, by:

- Supporting and liaising with the special educational needs co-ordinator (SENCO)
- Advising and supporting other members of staff e.g. teachers and teaching assistants (TAs)
- Having oversight of the school's provision for pupils with SEND
- Providing support for short-term issues that may affect a pupil's wellbeing, e.g. short-term behavioural issues not classified as SEND
- Working with external agencies

Duties and responsibilities

Working with pupils

- Identify students who may be in need of additional support
- Plan and deliver interventions for specific pupils, both 1:1 and in small groups
- Create an environment – both a workspace and a methodology that supports all pupils with additional needs to reach their full potential



- Track and monitor progress of pupils in need of additional support, e.g. with SEND
- Maintain records for individual pupils

Working with colleagues

- Liaise regularly with the SENCO, providing insights and ideas
- Liaise with class teachers to identify and support pupils in need of additional support
- Provide guidance and support for TAs and teachers
- Follow up and feedback to teachers and TAs

Working with parents and external agencies

- Liaise with external support agencies and professionals as directed by the SENCO and/or headteacher
- Communicate with parents about specific interventions / support in place for their child
- Liaise with parents about their child's progress

Other areas of responsibility

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, PREVENT) and our safeguarding and child protection policies
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school

Person Specification

Qualifications and training

- NVQ Level 3, 2 A levels or equivalent
- Qualification or relevant experience working with children with SEND or other support needs (e.g. short-term behavioural problems)



Experience

- Experience working in a school environment or other educational setting
- Experience working with children / young people with SEND and/or short-term difficulties (e.g. behavioural difficulties, mental health, physical disabilities)
- Experience supporting and working with parents of young people with SEND / additional needs
- Experience planning and delivering targeted interventions

Skills and knowledge

- Understanding of the graduated approach to SEND
- Assessment of individual pupils
- Tailoring plans and interventions to individual pupils
- Assessment and other data analysis and tracking
- Knowledge of external agencies in the local area who may be called on
- Safeguarding of children and young people

Personal Attributes

- Patient and calm
- Desire to provide the best possible opportunities for all pupils
- Able to create good relationships with children, staff, parents and external agencies
- Organisation, time management, proactive and self-motivated

For more information

If you would like further information, please contact: Anna Cole-Morgan (HR Manager)

Email: applications@europaschool.uk

Europa School UK, Thame Lane, Abingdon, OX14 3DZ, UK

Tel: +44 (0)1235 524060

Closing Date: See Website

The important small print:

Due to this post having access to children and/or vulnerable adults, successful candidates will be required to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from taking up a post, as all cases are judged individually according to the nature of the role and information provided. The Europa School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Applicants must be eligible to work in the UK.