

Job Description

Job Title: Specialist Teaching Assistant

Reporting to: SENCO

Grade: 9

Overall purpose of the post:

To work as part of a curriculum department to provide specialist support in Maths, English, dyslexia, EAL and any other necessary intervention with students who require additional mentoring to achieve their GCSEs.

To work with other small groups and individual students across Key Stage 3 and Key Stage 4 as required in the classroom or in virtual learning environments.

Main duties and responsibilities:

- Take responsibility for a caseload of students inside and outside of the classroom during structured and unstructured time;
- To provide specialist knowledge for students with specific adaptation and equipment needs, advising, sourcing, ordering bespoke resources, creating leaflets and/or written information where necessary;
- Give specialist advice via multiple communication methods on individual students needs and on specialist subjects;
- Assess the needs of students and use detailed knowledge and specialist skills to support students' educational progress and attainment;
- Liaise sensitively and effectively with parents and carers with regards to their role in students' educational and life skills progress, ensuring confidentiality is respected;
- Deliver intervention programs to individuals and small groups, preparing relevant and appropriate learning experiences in conjunction with the department staff;
- Discuss reasons for underperformance with students, through interview;
- Liaise regularly with the Head of Department and teachers to inform them of progress and provide relevant feedback;
- Track and monitor student life skill targets and/or EHCP outcomes, discussing progress with parents, students, staff and external agencies and agreeing new targets/EHCP outcomes with Interim Reviews;
- Provide case studies, pen portraits/case studies and reports for students to evidence impact of the support you have provided;
- Complete student risk assessments, individual health care plans and personal emergency evacuation plans where necessary;

- Lead Person Centred Reviews/EHCP Reviews for the students within your caseload where necessary;
- Support exam revision sessions as required;
- Where applicable, lead the administration of the exam access arrangement process and ensure students receive exam access arrangement testing and where necessary work with the Business Manager to initiate service level agreements;
- Administer routine assessment tests and provide approved examination/test support to accommodate student needs for exam access arrangements;
- To attend curriculum and departmental meetings, academy briefings and CPD as required;
- Undertake training where appropriate;
- To provide assistance and cover to the Bridge, PLC, VMG/HMG, detentions and consequences as required;
- To collect work from teaching staff to enable a full bank of resources for students to access the full curriculum and return as appropriate;
- Facilitate a smooth transition between educational phases, managing student assessments to determine levels and managing appropriate interventions;
- Support students in their social and emotional wellbeing, reporting problems as appropriate.

Additional Responsibilities

- Dealing with any immediate problems or emergencies according to the Academy's policies and procedures
- Respect confidential issues linked to home/students/teacher/academy work following the Trust's Data Protection and Freedom of Information Policy;
- Fire Marshall duties in the case of Fire and/or Emergency Evacuation were applicable
- To comply with the Academy's Child Safeguarding Procedures, including regular liaison with the Academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the Academy policies and procedures at all times.
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Personal Contacts

External: Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

Internal: Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.