



Location: Tupton Hall School, Station New Road, Old Tupton, Chesterfield S42 6LG

Salary: Redhill Academy Trust Pay Scale, Band 7, Scale Points 32 - 36

Hours of work: 30 hours per week, Term Time - 39 weeks per year

Responsible to: SENDCo

Post objective: To provide support for students, parents, teachers and the school to establish a supportive and nurturing learning environment in which students with special educational needs make good academic progress and can participate in activities across the Academy.

Main Duties and Responsibilities:

Classroom Support

- Assist classroom teachers in their work in ensuring that students with special education needs make good progress and participate in lessons
- Encouraging acceptance and inclusion of the child with special needs and promoting individual student's self esteem
- Act as a Key Worker for some students with special educational needs by retaining an oversight of their progress and participation
- To lead small group or one to one intervention as directed by the SENDCO or class teacher
- Plan and deliver small group tutoring or catch-up programmes
- Plan and deliver one to one tutoring or catch-up programmes
- To undertake break time, lunchtime and after school duties as directed
- Be aware of confidential issues linked to home/student/teacher/school work and to keep confidences as appropriate
- Act as a reader/scribe in examinations for any student with access requirements
- To provide intimate/personal care for students if required – if necessary, training will be provided

Resources/Administration

- To work with the SENCO and subject teachers to ensure that teaching and resources are adjusted in line with individual student profiles – helping prepare resources as necessary.
- Observe, record and feedback information on student performance.
- Provide administrative support to Academy staff by ensuring teaching resources are prepared to an excellent standard and on time for classroom use.
- Acting in line with the Academy's policies and procedures.
- Assist the teaching staff in the smooth transition between educational phases

General

- Attendance at staff meetings and INSET activities where relevant
- To uphold and actively support the school's policies and procedures
- Undertaking any other duties and responsibilities within the pay band
- Manual handling if required – training will be provided

This role involves working in regulated activity with children and an enhanced DBS clearance is required for this position.



Person Specification

	Essential	Desirable
Qualifications	Literacy & Numeracy at Level 2 Level 2/3 Teaching Assistant Qualification	Full Clean Driving Licence Relevant qualification in Higher Education
Experience	Prior Teaching Assistant/School based experience IT literate with strong skills in Word, Excel and Access A sound knowledge of child Protection and Safeguarding regulations Ability to differentiate and scaffold work to meet the needs of SEND students Experience in working with students on a 1:1 basis and in small groups, ensuring that the objectives of a lesson are achieved with the student progressing in-line with their targets.	
Personal / Professional Qualities	Communicate effectively with all stakeholders including children, young people, colleagues, parents/carers, Governors and members of the public Have a commitment to collaboration and co-operative working Act upon advice and feedback and be open to coaching and mentoring Demonstrate the positive values, attitudes and behaviour they expect from children and young people.	

	<p>Self confident</p> <p>Hardworking</p> <p>Enthusiastic</p> <p>Flexible, open and responsive</p> <p>Approachable</p> <p>Reliable</p> <p>An ability to maintain strict confidentiality and discretion at all times</p> <p>Enjoys working with young people</p> <p>Excellent time keeping and attendance record</p> <p>Ability to be adaptable to the changing needs and requirements of the post</p> <p>Totally Trustworthy</p> <p>Ability to prioritise workloads, work under pressure and meet tight deadlines and work in an organised manner</p> <p>Ability to work independently and as part of a team</p> <p>Able to follow school and LA policies at all times</p> <p>A good sense of humour</p> <p>Resilience</p>	
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