



## **Job Description: Teaching Assistant, Comberton Village College**

**Salary:** TA1b – Scale Range 3-4 £18,887 - £19,264 FTE

**Hours of work:** From 25 hours per week

**Line of Responsibility** The Teaching Assistant is directly responsible to the Head of Cabin or SENDCo.

### **Purpose**

To work in one of the Comberton Village College SEN departments with students who may have Educational Health and Care Plans. These cover a wide range of special educational needs including Autism, physical disabilities, sensory impairment, learning difficulties, speech and language communication needs and Down's Syndrome. To help them engage with a mainstream education by adapting and differentiating as required to raise their standard of achievement.

### **Accountabilities**

#### **Supporting students – under the direction of SENCO or the Head of Cabin**

- To support students in mainstream lessons across all areas of the curriculum.
- To help students reflect on their development.
- To support students on out of school trips.
- To be a listening board for students to express their worries and concerns to.
- To pass relevant data and information to students' CSS (Communication Support Specialist) for each lesson, and to be aware of and act on relevant information from CSS's.
- Communicate information about lesson arrangements-cover lessons, assessments or tests, items needed for practical lessons.
- To complete and record data kept on One Drive for student attendance and performance in lessons.

#### **Support for the curriculum - working under the direction of the teacher**

- Pass on information regarding students' successes and difficulties and inform CSS's of where work needs adapting or student responses to curriculum areas.
- Record homework tasks in planner and pass information to CSS, assist in ensuring homework handed in at appropriate times.
- To support mainstream students including those with SEND alongside students with EHCPs

#### **Support for ASC students supported by Cabin**

- Undertake specialist training to underpin knowledge of Autism and appropriate support strategies. Depending upon the department, attending training and meetings after school once every fortnight.
- Play an active role in sharing knowledge and skills with mainstream staff and students.

### **Conditions of Employment**

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).
- The postholder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.
- To uphold the school's policy in respect of child protection matters.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced Disclosure and Barring Service (DBS) check will be carried out for the successful candidate.
- S/he shall be subject to all relevant statutory and institutional requirements.
- The postholder may be required to perform any other reasonable tasks after consultation.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the postholder.
- All staff participate in the school's performance management scheme.