

## Teaching Assistant

### Aureus School - Job Description

<b>Job Title</b>	Teaching Assistant	<b>Job Reference</b>	AUR2018TA
<b>Location</b>	Aureus School, Didcot	<b>Travel Required</b>	No
<b>Core Purpose</b>			
<ul style="list-style-type: none"> <li>To support the education and progress of students who need additional support with their learning</li> </ul>			
<b>Accountabilities</b>			
<ul style="list-style-type: none"> <li>The academic, emotional and social progress of identified students.</li> <li>In addition to the responsibilities of Teaching Assistant, as set out by this job profile, the holder of this post is expected to carry out other professional duties as circumstances may require and in accordance with the school's policies.</li> </ul>			
<b>Key Responsibilities</b>			
<ul style="list-style-type: none"> <li>To complement the work of the teaching staff in the classroom by contributing to a range of teaching and learning activities and supporting and supervising students</li> <li>Assists with planning, preparation and development of work programmes for individuals and groups of students and prepares resources to support learning activities.</li> <li>Monitors and evaluates student progress and reports on this to the class teacher/ Head of Inclusion.</li> <li>To be familiar with the intervention programmes (IEP, PSP, Risk Assessments) or Education, Health and Care Plan (EHCP) of individuals and to use this knowledge to inform support of these students.</li> <li>To maintain records of intervention: completion of daily log book, upkeep of a personal folder of student need, records of 1:1 and small group interventions; and to make these available for inspection upon request by the SENDco or other another senior member of staff.</li> <li>Works collaboratively as part of a team to ensure that the well-being, social and personal development of students enhances learning opportunities and life skills.</li> <li>Delivers specified work to individuals, groups and whole classes as determined by the SENDco in accordance The Education (Specified Work and Registration) (England) Regulations 2003.</li> <li>Develops and uses specialist skills, in for example, literacy, numeracy or science, to contribute to student learning.</li> <li>Maintains confidentiality in and outside the workplace.</li> <li>Understands and assists in interpreting school policies.</li> <li>To undertake from time to time such work as may be determined by the SENDco.</li> </ul>			
<b>Additional Duties</b>			
To contribute positively to the effective working of the school including: <ul style="list-style-type: none"> <li>To promote high standards of behaviour and a good working ethos</li> <li>To develop effective working relationships within the school</li> <li>To contribute to the wellbeing of students according to our policy</li> </ul>			

- To play a full and active part in the life of the school community, and support its ethos
- To participate in our cycle of professional development
- To support and contribute to the school's responsibility for safeguarding students
- To maintain confidentiality in and outside the workplace.
- To undertake other reasonable tasks commensurate with the grading and level of the role

#### **Safeguarding**

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and required to apply for a DBS disclosure.

#### **Wellbeing**

We are passionate about creating a culture of wellbeing where all staff and students are valued and supported so that we can all 'grow, learn and flourish'.

#### **Diversity**

We particularly welcome applicants from under- represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.

#### **Flexibility**

We are open to applications from educators seeking flexible roles including part-time, job share and co-leadership responsibilities.