



Job Description



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: 32.5 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.



Tupton Hall School

REDHILL ACADEMY TRUST

Teaching Assistant

Person Specification

Details		Essential	Desirable
Qualifications / Knowledge / Experience	Literacy & Numeracy at Level 3	A	
	Level 2/3 Teaching Assistant Qualification		A
	Prior Teaching Assistant/School based experience		A
	IT literate with strong skills in Word, Excel and Access A sound knowledge of child Protection and Safeguarding regulations		A
	Ability to differentiate and scaffold work to meet the needs of SEND students	A I T	
	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.	A I T	
	Full Clean Driving Licence		A I
	Relevant qualification in Higher Education		A

Personal / Professional Qualities	Excellent communication skills both oral and written to be able to communicate with stakeholders at all levels	A I T	A I
	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.	A I T	
	Able to provide a high level of customer service to stakeholders	A I T	
	Able to adapt to work alone, using own initiative and within a busy diverse team	A I T	
	Flexible approach to working hours and positive attitude to work	A I T	
Specific Requirements	Confidentiality and an awareness of data protection legislation in schools		A I
	Awareness of safeguarding procedures in schools		A I T
	Undertaken Child Protection Training and familiar with current frameworks		A
Suitability to work with children	Enhanced DBS clearance will be required for this position		

A – Application

I Interview

T - Task