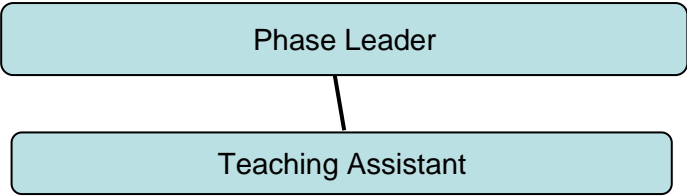




**Cranbury College**

<b>Job Description</b>			
<b>Role</b>	<b>Teaching Assistant</b>	<b>Reports to</b>	KS3 Phase Leader
<b>Grade</b>	Grade 4 (Spinal point 7-11) £20,092 – £21,748 <b>(Pro-rata £17,108 - £18,519)</b>	<b>Hours of work</b>	37 hours per week term time only plus 5 days INSET
<b>Purpose</b>	To support the Phase Leader in the delivery of support to students with social emotional and mental health needs. To complement the work of teachers by supporting the individual needs of students for whom behaviour, attendance and other factors are barriers to learning, in accordance with school policy and government initiatives, in the pursuit of high standards of student progress.		
<b>Scope</b>	<b>Main contacts:</b> Phase Leader, students, staff, parents, Local Authority and other external agencies	<b>Staff responsibilities:</b> No Line Management	<b>Financial accountability:</b> None
<b>Accountabilities</b>	<ul style="list-style-type: none"> <li>• Provide support to the phase leader for the day to day support of students, both scheduled, and as the need arises.</li> <li>• Contribute to the on-going assessment of students to determine those in need of particular support</li> <li>• Liaise with the phase leader to ensure appropriate provision is made including the provision of administrative support (e.g. drawing up Classroom Support Plans) and ensuring the appropriate logging of interventions.</li> <li>• Lead on specific interventions to support students and contribute to analysis of impact.</li> <li>• To attend related meetings, as appropriate, including engagement with parents/carers</li> <li>• Contribute to transition planning, especially in provision planning for transitioning students with SEN</li> <li>• As part of in-class support, liaise with teachers on a regular basis to discuss class tasks that enable students to become independent learners within their own ability.</li> <li>• Regularly report back to the teacher and phase leader on student progress and areas of concern</li> <li>• Work with small groups or individual students, clarifying and explaining instructions, ensuring that students are able to use equipment and materials whilst motivating students to complete work and stay in lessons.</li> <li>• Any other duties that reasonably fall within the purview of the post, which may be allocated after consultation with the post holder.</li> </ul>		
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Able to establish productive working relationships with students, acting as a role model and setting high expectations</li> <li>• Relevant Level 3 qualification desirable but not essential</li> <li>• Minimum of NVQ Level 2 or equivalent in English and Maths</li> <li>• Knowledge of the National Curriculum desirable but not essential</li> <li>• Knowledge of relevant learning strategies, especially for students with SEN</li> <li>• Ability to work within a team and lead the work of others</li> <li>• Knowledge of the standard of work expected from students</li> <li>• Ability to use ICT effectively to support learning</li> <li>• Excellent communication and interpersonal skills</li> <li>• A caring and positive attitude sensitive to student needs</li> <li>• A sense of responsibility and initiative</li> <li>• A good sense of humour</li> <li>• Confidentiality at all times</li> <li>• Calm under pressure, adaptable and energetic</li> <li>• Flexible approach to working and commitment to ongoing service and personal development (through self-evaluation and learning from others)</li> <li>• Resilience to work in a dynamic, trauma-informed environment, with pupils that have social, emotional, academic and mental health needs</li> </ul>		

	<ul style="list-style-type: none"> <li>• Ability to relate to, and communicate with, a range of professionals, colleagues, parents and pupils</li> <li>• Ability to work in sometimes stressful situations and manage professionally one's own behaviour and emotional response to very challenging behaviours in others</li> </ul>
<b>Organisational Chart</b>	 <pre> graph TD     A[Phase Leader] --- B[Teaching Assistant] </pre>

*Maiden Erlegh Trust is an Ethical Leadership Pathfinder organisation and we are committed to safeguarding, equality and promoting the welfare of children and young people. We are also committed to having the highest expectations of pupil/students and staff, and supporting everyone to reach their full potential. All employees of the school and Trust are expected to share these commitments. All posts require satisfactory employment checks and references and a satisfactory enhanced Disclosure and Barring Service check. All Leadership roles will require a Section 128 check*