



# Crispin School

Aspiration - Compassion - Excellence

## Job Description

**Post Title** - Teaching Assistant – Inclusion Support Team

**Purpose:** Teaching Assistant with responsibility for supporting students with SEND.

**Reporting to:** Special Educational Needs and Disabilities Coordinator (SENDCo)

**Liaising with:** Members of the Inclusion Team, Headteacher, Deputy Headteacher, Assistant Headteachers, Heads of Year, Intervention Support Team, relevant non-teaching support staff, parents, carers and partner agencies.

**Working Time:** 08:30 - 15:10 with 40-minute unpaid lunch break. Attendance at a bi weekly, hour long meeting 3.15 to 4.15 (day to be confirmed)

**Salary/Grade:** Grade 14

**Disclosure level:** Enhanced

### Main (Core) Duties:

**The postholder will be expected to work across the range of SEND provision**

**Social, Emotional, Mental Health  
Cognition and Learning  
Neurodiversity  
Disability  
Willow Provision ?  
Alternative Learning Provision**

### Relationships

The post holder:

- Is responsible to the SENDCo in respect of their overall duties.
- Interacts on a professional level with other colleagues and seeks to establish and maintain productive relationships with them in order to support the identified group of students.
- Communicates effectively with parents/carers and other agency staff to support students' learning and personal development.

### Purpose of the position

- To assist the school in the development and implementation of a programme of work and in the provision of a stable, caring and supportive learning environment which enables students to achieve their full learning potential and facilitates their social and moral development.
- There is a requirement to work with students, either individually or in groups, who have attracted Higher Needs funding. This will include students across the ability range.



## Core Responsibilities

Under the guidance and direction of the SENDCO and class teacher:

- Supporting and directing tasks, clarifying and explaining instructions.
- Focusing support in areas needing improvement, both academic and social.
- Motivating and encouraging students to concentrate on and fulfil the tasks set.
- Undertaking learning activities with students of varying abilities to ensure differentiation and access to the curriculum
- Seeking to ensure the promotion and reinforcement of students' self-esteem, appropriate levels of effort and behaviour and to guide students to become independent learners.
- Contacting and meeting parents / carers to support the learning in school.
- Keeping up to date tracking files, creating and copying of resources, and using I.T. systems for administration and educational purposes.
- Contributing to and assisting in the development and monitoring of systems for review and recording of student progress including responsibility for key worker students.
- Planning and/ or assisting in the preparation for educational visits, and where appropriate accompanying students.
- Assisting in the supervision of Public Examinations and other tests and assessments as directed.
- Assisting in the development and implementation of Personalised Learning Plans
- Assuming sole supervision of whole classes for short periods in the absence of the teacher, but only when it is essential for the teacher to leave a class, such as in emergency-type situations.
- Analyse data to identify students' areas for improvement and intervention.
  - Attending and contributing to school staff meetings and in-service training events, within contracted hours or outside normal hours by agreement.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees will be required to adhere to all published policies and protocols including safeguarding, staff conduct, dress code. A full list will be provided as part of the induction process and are available to all staff through the Wessex Learning Trust intranet.

Employees are required to be courteous to colleagues and students and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with the post holder, may be changed by the SENDCO and/ or Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

**Please note the offer of employment is subject to DBS, medical, references and satisfactory completion of a six month probationary period.**