



**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:** 18 hours per week, (3 days) term time only 39 weeks

**Responsible to:** SENDCo

**Post objective:** The TA will support pupils, 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**

- Plan and deliver small group tutoring or catch-up programmes
- Plan and deliver one to one tutoring or catch-up programmes
- 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 undertake break time, lunchtime and after school duties as directed
- Be aware of confidential issues linked to home/pupil/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.

**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 provision's policies and procedures
- Undertaking any other duties and responsibilities/grade of the post as defined, subject to the provision that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.
- Manual handling if required – training will be provided

This role involve working in regulated activity with children and an enhanced DBS clearance is required for this position.



# Tupton Hall School

REDHILL ACADEMY TRUST