



**Location:** South Nottinghamshire Academy, Glebe Lane, Off Cropwell Road, Radcliffe On Trent, Nottingham, NG12 2FQ

**Salary:** Redhill Academy Trust Pay Scale, Band 7, Scale Points 32 – 36

**Hours of work:** 26 hours per week, term time only  
08:15 – 15:00 Monday, Tuesday, Thursday, 08:15 – 16:00  
Wednesday (Incorporating half an hour lunch break)

**Responsible to:** Assistant SENDCo and SENDCo

### General Description of Post:

Teaching Assistants are appointed to work within the school/unit as part of a team, under the general direction of the Headteacher who will be responsible for the overall policy of the educational programme and for matters of control and discipline within the appropriate articles of Government.

### Duties:

The Teaching Assistant will be a member of a multi-disciplinary team, under the leadership and supervision of the teacher. In co-operation with the teacher and under the agreed educational plan, the postholder will work to a level reflected by the grade of the post: -

### Support the pupil by:

- Undertaking activities with either individuals or groups of children to ensure their safety and facilitate their physical, emotional and educational development.
- Carrying out pre-determined educational activities and work programmes whilst promoting independent learning.
- Working to establish a supportive relationship with the children and parents concerned.
- Encouraging acceptance and inclusion of the child with special needs.
- Promoting and reinforcing the child's self-esteem.
- Manual handling – training will be provided
- Personal/intimate care for individual students if required.

Support the teacher by:

- Monitoring individual children's needs and reporting these to their designated supervisor as appropriate.
- Keep such records of the children's development as are required by the school.
- To complete pupil reviews three times a year and circulate these to Heads of House or Key Stage and SENDCO.
- To ensure weekly contact with parents of pupils at school for whom the TA is Keyworker (telephone or message).
- Assisting with the upkeep of the Learning intervention Centre under the direction of the Lead Teaching Assistant.
- To assist with the smooth transition of special needs pupils from year 6 to year 7 during the Summer/Autumn term.
- To ensure all staff working with a supported pupil are aware of the pupil's needs. To assist with setting realistic targets for them within supported lessons (keyworker pupils).
- Attending review meetings as appropriate of pupils supported at SEND Support.
- To keep and have available at personal review meetings, a diary or record of support provided for pupils supported as required.
- Assisting teaching staff in the planning of work programmes for individuals and groups of children and support differentiation.
- Supporting teaching staff in the carrying out of home visits.
- Supporting students on trips and visits where necessary

Support the school by:

- To supervise students whilst in the Learning Intervention Centre or Curriculum Support Unit and any other duties relating to this provision if required
- Being aware of, and follow all the Academy's policies and procedures.
- Being aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate.
- Attendance at team meetings for planning and development.
- Attendance at staff meetings and INSET activities where relevant.
- Any other curriculum duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job.

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