

Job Title	Teaching Assistant
Reporting To	SEND Manager
Salary	Bucks Pay Range 2 -3 (Actual salary £16,306 - £19,598 per annum) (Based on 32.5 hours per week)
Tenure	Part-Time, Permanent
Core Hours	Monday 8.30am to 3.10pm Tuesday 8.30am to 4pm Wednesday 8.30am to 3.10pm Thursday 8.30am to 4pm Friday 8.30am to 3.10pm (including 30 minutes unpaid lunch daily)
Paid Working Hours per week	32.5
Working Weeks per annum	39
Holiday Entitlement per annum	5
Paid Weeks per annum	44.1
FTE	0.74
Notice Period	TBC

Purpose of Role

To support and promote an inclusive culture throughout the school, enabling all children to achieve their best, overcoming barriers to learning and participation. The main purpose of this role is to support all students with SEND.

Duties specific to the postholder

- A commitment to the school vision and moving the school towards excellence
- Supporting the transition process from primary school
- Involvement in all SEND interventions (sometimes with responsibility to lead certain interventions)
- Full participation in all SEND meetings
- Monitoring the progress of students with SEND
- Working collaboratively with subject teachers to ensure students' progress in individual subjects
- To provide a positive role model both socially and academically
- Helping to foster and develop positive relationships with staff and peers
- Helping to develop and promote self esteem
- Acting as a key worker for identified individual students
- To support with exam access arrangements as and when necessary for internal and external exams
- Working proactively with the rest of the SEND Team in relation to individual students, liaising, advising and consulting where appropriate
- Being flexible to meet the dynamic needs of the SEND department on a daily basis
- To support students during break and lunchtime clubs (sometimes with responsibility to lead certain clubs)

- Undertake relevant professional studies to ensure current working practices are relevant and effective
- To identify personal training needs and to attend appropriate internal and external training.
- Provide guidance to other members of staff with identified students in terms of individual SEND.
- To be involved in maintaining records, undertaking assessment and evaluating identified students' needs
- Ensure inclusive practice and equality of opportunity for all

Personal and Professional Standards

- The academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment
- Support the aims and ethos of the academy as defined in the prospectus
- To set a good example in terms of professional dress and appearance, punctuality and attendance
- Take responsibility for personal development making full use of the academy's professional development opportunities and training
- To attend team and staff meetings as appropriate, contributing actively whenever possible
- To provide courteous, prompt and polite service to all members of the academy's community including parents, students, all staff and visitors
- To actively contribute to the academy's mission statement by forming positive relationships within the academy community and working collaboratively and in good humour with other colleagues as appropriate or when directed
- Be aware and comply with all relevant policies and procedures within the academy, particularly those relating to child protection, equality, health and safety, bullying and behaviour and confidentiality. It is the duty of all colleagues to report breaches of academy policies or procedures to the Headteacher

General Requirements

- To participate in the Academy's performance appraisal system
- To promote the school's policy on behaviour for learning, and a commitment to providing a caring and stimulating environment for improving standards for all students within the school.
- To undertake such other duties as reasonably correspond to the general character of the post.

The Misbourne is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

The post holder is deemed to be in a position of trust and maintenance of satisfactory DBS and DFE clearance is essential.

<u>Headteacher:</u>	
Signature:	Signature:
Name:	Name:
Date:	Date:

Person Specification – Teaching Assistant

Criteria	Essential / Desirable
Education	
A Level education, NVQ Level 2/3 – Children’s Care, Learning & Development. Degree level education	D
Experience	
Working with Children	E
Key Skills	
General Classroom Experience	E
Ability to work as part of a team	E
Ability to relate well to children and adults	E
Ability to follow policies and procedures	E
Proficient in the use of ICT	E
Ability to adapt to changes in school day	E
Ability to think of solutions	E
Experience and understanding of students with SEN	D
Personal Qualities	
Strong Letter of application	E
Awareness of importance of confidentiality	E
Initiative	E
Good communication & interpersonal skills	E
Punctual and reliable	E
Calm and efficient	E
Flexible	E
Smart, presentable	E