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| Post Title: | **Teaching Assistant Level 3** |
| Overall Responsibility: | * The role is to support pupils who have Complex Learning Profiles * This will include direct liaison with the teaching staff, SEND team, families, external teams of professionals and other stakeholders, to address cognitive, social, emotional and communication needs of the young people in order to facilitate active participation and contribute to them reaching their full potential. |
| Reporting to: | Headteacher / Governors |
| Liaising with: | Teaching Staff, HLTAs and TA – Level 3 |
| Disclosure level: | Enhanced DBS |
| Christian Ethos : | To work with the Headteacher and colleagues in creating, inspiring and embodying the Christian ethos and culture of this Church of England Academy, securing its Vision Statement with all members of the school community and ensuring an environment for teaching and learning that empowers both staff and pupils to achieve their highest potential. |
| **Principal Responsibilities :** | |
| ***Support for Children:*** | |
| * Support the social interaction and emotional development of the young person to develop confidence and self-esteem. * Provide specialist learning support to pupils with complex special needs. * To take responsibility for delivering learning activities with pupils who require specialist learning approaches and support to develop specific skills. * Establish and maintain supportive practice so that the pupil understands and can achieve the tasks, ensuring that they see themselves as independent learners. * Take responsibility for the day to day monitoring and maintenance of specialist equipment. * Provide targeted communication, reflecting the pupil's level of language development and mode of communication, to facilitate access to the curriculum. * Support in identifying and breaking down barriers to learning | |
| ***Support for the Curriculum:*** | |
| * As agreed with the School Leadership Team and Specialist Teams, support the school curriculum. * Provide targeted support to enhance learning and improve attainment. * Provide alternative approaches, including pre-teaching of vocabulary and concepts and revision of topics, when necessary to learning in a one to one setting for individual pupils with particular learning, emotional and communication needs. * To differentiate work and lesson materials, so that pupils can access learning successfully | |
| ***Support for the Teacher*:** | |
| * Contribute to the planning and evaluation of work programmes for individual pupils. * Provide feedback on learning activities and contribute to school review and development planning. * Contribute to pupil management. * Contribute to Annual Reviews, Pupil Profiles, the EHCP outcomes, Individual Therapy Intervention Programmes, Sensory Support Plans and Sensory Support Programmes when requested by the school, the External Specialist Teams. | |
| ***Support for the School*:** | |
| * Develop and maintain effective working relationships with external teams, other staff and parents or carers. * Contribute to the maintenance of a safe, calm, supportive and healthy environment. * Attend and actively participate in relevant staff meetings. * Work flexibly and effectively as part of a larger team. * Think creatively to help resolve problems and obstacles to learning in partnership with relevant professionals. * Attend and deliver training and undertake other activities for continuing professional   development.   * Follow specific training and advice that may be bespoke to the young person. * Have competence in using ICT and specialist software packages in relation to the curriculum and learning targets. * Have the ability to work with small groups of children as directed by the teacher. * Willingness and ability to support the social and emotional development of children * Willingness and ability to assist the pupils in the development of independence and self-advocacy. | |
| ***Other support:*** | |
| * To supervise pupils at break, lunchrooms, and around the school building. * To provide general assistance during form tutor time, under the guidance of the form tutor, with administration, collective acts of worship and mentoring. * To assist with follow-through for related services, e.g., speech/language therapy, occupational therapy, physical therapy, feeding and toileting and other areas of health care and hygiene * To complete the administrative duties relevant to the role of a Teaching Assistant; including planning, record keeping, data entry and reports. * To maintain pupil and family confidentiality at all times. * To attend regular meetings, training and briefings, as required, and contribute to the identification and sharing of good practice between individuals to enhance mentoring provision (including curriculum meetings). * Where required, to cover for absent colleagues and ensure the school runs smoothly. * To undertake other reasonable duties as directed by Line Manager/SLT. * First Aid and Invigilation as required (and support with Exam Access Arrangements) | |
| **School Culture:** | |
| * Support the school’s values and ethos by contributing to the wider culture of the school and upholding the Woodchurch High School Christian Values. * Help create a strong school community, characterised by consistent, orderly behaviour and caring, respectful relationships. * Help foster a school culture and ethos that is utterly committed to achievement and the promotion of Christian values and vision. * Support and work in collaboration with colleagues and other professionals in, and beyond the school. * To work within the school’s Teaching and Learning policy and guidance to help ensure positive learning outcomes for all pupils. | |
| 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 are expected to be courteous to colleagues 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 following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title. Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of a new and growing school which requires flexibility in all of its employees. | |

**September 2022**