

## THE BICESTER SCHOOL

### Teaching Assistant – Student Support

#### Term Time Only

**Responsible to:** SENCO

**Liaise with:** Alternative Provision Manager, Subject teachers/ Subject and Year Leaders/ internal and external agencies / other members of the Pastoral team / Parents and Carers

#### **Purposes of Job:**

- To enable every child to access learning in a mainstream setting
- To provide flexible, high quality support to the full range of students
- To provide all students with a safe environment in which to learn

**Duties and responsibilities:** to ensure that every student can access learning within the School curriculum

#### *Support for students:*

- To support students to overcome barriers to learning so they are able to work independently in the company of other students and across the curriculum
- Supporting the achievement of targets set in Student Profiles
- Assist with the development and implementation of individual educational/behaviour plans
- To be the key worker for a number of specific students and to report to parents/carers on their progress and wellbeing as necessary
- To work in a range of settings to support students accessing learning within the school day, and beyond
- To advise colleagues of students specific needs and / or concerns
- To contribute to any referral for additional support for a student

#### *Support for the teachers:*

- To develop a mutually supportive relationship with the teaching staff to help students to gain access to the curriculum by differentiating instructions and resources
- To ensure support in lessons impacts on learning at all times
- To assist students to become better learners
- Maintaining records concerning the students receiving support and liaising with the other members of the Pastoral Team concerning progress
- Being involved in the regular monitoring and identification processes in accordance with the School's monitoring systems

#### *Support for the curriculum:*

- To support the delivery of the enhanced Curriculum offered by the School.
- To work in all areas of the Student Support Team with one or a group of students, with activities provided by the teacher / alternative provision manager or appropriate adviser
- To provide short-term cover supervision for whole classes as needed

*Support for the school:*

- To work as part of a flexible and supportive team to further the ethos of the School
- To undertake the relevant training to enhance personal development and use the knowledge to benefit the School and its students
- To attend regular Student Support Team meetings to develop and disseminate good practice
- To support the transport of students off-site either driving or supervising
- To undertake any tasks the Head teacher would deem as reasonable
- To have responsibility for safeguarding and promoting the welfare of children.
- To have due regard for issues of Health and Safety relating to staff, students and visitors.

**Training and Staff Development**

- All members of the School are expected to take part in training which leads to the development of their own skills and improved opportunities for students
- All members of the School have the opportunity to take part in all school – based INSET and to attend staff and department meetings if they wish to do so
- Some specific INSET is arranged for the whole team and all are expected to attend. Time off in lieu may be used to facilitate this
- All members of the School are expected to be aware of issues concerning Special Educational Needs and to undertake appropriate courses as necessary. Time is provided to support this
- All members of the School will be trained in Safeguarding of Children and Young People

Name:

Signature:

Date:

## THE BICESTER SCHOOL

### Person Specification - Teaching Assistant Grade 4

Personal Requirements	Essential / Desirable
<b>Experience and Qualifications</b> <ul style="list-style-type: none"> <li>• Good basic education to GCSE Level</li> <li>• Sound Literacy and Numeracy skills</li> <li>• Work with children or young people</li> <li>• Evidence of further personal and professional development</li> <li>• Experience of working as part of a team</li> </ul>	E E E D E E
<b>Knowledge</b> <ul style="list-style-type: none"> <li>• Understanding of the Secondary School curriculum</li> <li>• The ways in which children and young people develop</li> <li>• ICT skills – Microsoft Office and the Internet</li> </ul>	E D E E
<b>Skills</b> <ul style="list-style-type: none"> <li>• Good organisational skills</li> <li>• Effective interpersonal skills</li> <li>• Willingness to utilise the possibilities of ICT in the development of the post</li> <li>• Ability to promote the enjoyment, engagement and success of students in the target audience</li> </ul>	E E D E
<b>Personal Qualities</b> <ul style="list-style-type: none"> <li>• Flexibility in terms of hours</li> <li>• Ability to use own initiative</li> <li>• Ability to work independently and to play a role within the team</li> <li>• Ability to prioritise work and meet challenging deadlines</li> <li>• Ability to form positive, professional relationships with colleagues and young people</li> <li>• Open to change</li> <li>• Ability to use discretion and have an understanding of the importance of confidentiality and child protection issues</li> <li>• Ability to employ tact and diplomacy when dealing with sensitive situations</li> <li>• Ability to analyse and review objectively</li> <li>• Commitment, enthusiasm and energy</li> <li>• Commitment to own personal and professional development</li> </ul>	E E E E E E E E E E E E

Name:

Signature:

Date: