



THE JOHN OF GAUNT SCHOOL

"Excellence Every Day"

Our mission is to make sure that all our students, regardless of their circumstances, discover their personal best and thrive academically, individually and socially. We are relentless in driving high expectations and make no apology for ensuring high standards across the school. We will continually ensure every student achieves excellent results, with high-quality teaching and a first-class curriculum, underpinned by outstanding cultural capital experiences and exceptional pastoral care.

Post:	Teaching Assistant
Contract:	Specific Purposes Contract
Grade:	Grade F
Responsible to:	Headteacher
Immediate Line Manager	SENDCo

JOB DESCRIPTION

The postholder is expected to work 32.5 hours per week, 39 weeks per year (term time only including Teacher Training Days).

MAIN JOB PURPOSE:

Under the direction of the teacher/s, to support a designated student with mobility needs to access learning.

KEY TASKS:

- **Specific Tasks**
 - Supporting the student to move around the school site in a wheelchair.
 - Support the student as they are ascending and descending stairs
 - Guided the student through Occupational Therapy and Physiotherapy exercises.
 - Communicating with parents/relevant staff.
 - Supporting the student to be as independent as possible.
- **Supporting the student's learning, either in lessons, small groups or through 1:1 work.**

The exact tasks will depend on the support needs of the student but may include:

- Clarifying and explaining instructions.
- Ensuring the student is able to use equipment and materials provided.
- Motivating and supporting the student.
- Assisting in weaker areas, eg language, reading, spelling, handwriting, presentation.
- Helping the student to concentrate on and finish work set
- Meeting the student's physical needs as required while promoting independence.

- Liaising with class teachers and Special Educational Needs Co-ordinator about progress to targets.
- As specified by the teacher, developing appropriate resources to support the student.
- Responsibility for promoting and safeguarding the welfare of all students at the school.

- **Supporting the student's self esteem, inclusion and behavioural development, eg**
 - Encouraging acceptance and inclusion of the student with special needs.
 - Developing methods of promoting/reinforcing the student's self-esteem and independence.
 - Providing individual supervision in and out of the classroom.
 - Establishing a supportive relationship with the student.
 - Reinforcing the school ethos, eg expectations of learning behaviour within a class and elsewhere on the school site.
 - Supervising students on outings, school activities.

- **Supporting the teacher/s, eg**
 - As specified by the teacher, adapting and interpreting lessons and instructions to student.
 - In conjunction with the class teacher (and other professionals as appropriate) to develop systems of recording student progress and contribute to the maintenance of this record.
 - Providing regular feedback about the student to teachers.
 - Occasional clerical duties eg photocopying and collating materials.

- **Supporting the curriculum**
 - Supporting the delivery of the literacy and mathematics strategy along with other aspects of the curriculum offered by the school.

- **Supporting the school, eg**
 - Assisting with setting up, storing and retrieving and general maintenance of classroom equipment and teaching aids, eg computers and computer software, resources, indoor and outdoor play equipment, photographic equipment etc.

- **Safeguarding Children**
 - To maintain confidentiality and integrity at all times.
 - To be responsible for promoting and safeguarding the welfare of students at the school.
 - Hold an enhanced DBS certificate with Children's Barred List Checks.

Other Duties

The postholder may be required to perform duties other than those given in the job description. The particular duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibilities entailed. Such variations are common occurrences and would not of themselves justify the regrading of the post.