



<b>Job Title:</b>	<b>Teaching Assistant</b>
<b>Hours of work:</b>	<b>28 hrs 10 mins per week (over 5 days) term time plus training days</b>
<b>Grade:</b>	<b>Scale TA1/TA2, points 1 – 6</b>
<b>Actual salary:</b>	<b>£13310 - £14305</b>
<b>Reporting to:</b>	<b>SENCo</b>

To work under the instruction/guidance of the SENCO and senior staff to undertake work/care/support programmes which enable identified SEND students to access their learning. Work may be carried out both in and out of the classroom. A primary aim of the role is to promote the college's approach to inclusion so that all members of our community feel welcome and valued.

### **Support for Students**

Supervise and provide particular support for an identified caseload of students, including those with additional needs, ensuring their safety and access to learning activities

Take the lead in drawing up and implementing individual support plans for the SEND students in their caseload. Review support plans every two weeks and make new recommendations. Explain to teaching staff how the student is to be supported in accordance with this plan.

Set up interventions for students in their caseload who have not made progress after a period of focused intervention on a support plan. This is to be done in consultation with the Deputy Headteacher who line manages SEND and the SENCo.

Attend half termly review panels to discuss students in their caseload.

Establish constructive working relationships with students and interact with them according to individual needs

Promote the inclusion and acceptance of all students

Encourage students to interact with others and engage in activities led by the teacher. Set challenging expectations and promote self-esteem and independence.

Provide feedback to students in relation to progress and achievement under guidance of the teacher

## **Support for Teachers**

Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and teaching and learning.

Use strategies, in liaison with the teacher, to support students to meet their potential and achieve expected outcomes.

Assist with the planning of learning activities and provide feedback as to the progress of individual students.

Monitor students' responses to learning activities and accurately record achievement/progress as directed

Provide detailed and regular feedback to teachers on their caseload students achievement and progress.

Promote good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour

Establish constructive relationships with parents/carers

Administer routine tests/ assessment and routine marking of students work in intervention groups

## **Support for the Curriculum**

Undertake structured and agreed learning activities, adjusting activities according to student responses

Ensure SEND students have equal access to the curriculum

Support the use of ICT in learning activities and develop students' competence and independence in its use

Prepare, maintain and use equipment/resources required by their students to meet learning outcomes and assist students in their use

## **Support for the College**

Be aware of and comply with policies and procedures relating to Safeguarding, Health & safety, confidentiality and GDPR, reporting all concerns to the appropriate designated member of staff

Promote, support and facilitate inclusion by encouraging participation of all students in learning and extracurricular activities

Contribute to the development, implementation and evaluation of the college's policies, practices and procedures, so as to support the college's values and vision

Appreciate and support the role of other professionals

Attend and participate in relevant meetings as required

Participate in training and other learning activities and performance development as required

Assist with the supervision of students out of lesson times, including before and after school and at lunchtime

Accompany teaching staff and students on visits, trips and out of school activities as required and where required take responsibility for a group under the overall supervision of a teacher

**Professional Development**

Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness

Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the college

Take part in the college’s appraisal procedures

**Personal and Professional Conduct**

Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside the college

Have proper and professional regard for the Catholic ethos, policies and practices of the college, and maintain high standards of attendance and punctuality. Blessed Edward Oldcorne Catholic College is committed to safeguarding the young people in its care and all staff are expected to keep up to date with the latest safeguarding developments and attend relevant safeguarding training.

Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the college community

Respect individual differences and cultural diversity

The Teaching Assistant will be required to safeguard and promote the welfare of children and young people and follow college policies and the staff code of conduct

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

The college reserves the right to alter the content of this job description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility

Blessed Edward Oldcorne Catholic College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. This position is therefore subject to past employment references, social media/online checks and an Enhanced Disclosure and Barring Service check.

Signed: .....

Date: .....