

The Forest School
JOB DESCRIPTION: Teaching Assistant

Job Description

Title:

Teaching Assistant

Date Agreed:

Date of Review:

Department:

Associate Staff

Post:

Teaching Assistant

Hours:

Up to 27.5 hours per week (term time only)

Grade:

Grade: 4 Scale Point: to be agreed (Actual Salary - £14,577.57 - £14,821.36)

**Qualifications /
Experience**

See person specification

Line Manager:

Anna Brean- SENDCo

Liaises with:

Curriculum Area

Responsible to:

Headteacher

Function/Scope:

The main duties of this post are:

To support the Inclusion Department ethos, which is to encourage students with special needs to become focused, independent learners who make good progress.

Support for students:

- Assisting the class teacher in identifying those students with special needs who are not making their expected progress.
- Supporting those students by encouraging them to work as independently as possible using a variety of strategies.
- Supporting the work of the class teacher by withdrawing individuals or small groups to go over the essential core facts necessary for that topic.
- Supporting in the classroom by checking that students with SEND are on task, that they have understood what is required and that they can work as independently as possible.
- Checking that students with SEND have understood the homework task.
- Being a key worker for a student with an EHCP.
- Supervising students on field trips and visits.
- Assisting SEND students with behavioural difficulties, aiming to break down their barriers to learning so that students are ready to access the curriculum.

- **Support for teachers:**
- In class support as directed by the class teacher
- Taking an individual or a small groups from lessons under the direction of the teacher.
- To assist in monitoring the in-class progress of a specified group of students
- To liaise with subject teachers to obtain information about lesson content and to assist with adaptation of subject matter. To provide feedback to staff after lessons as appropriate.
- Liaising with other members of the Inclusion Team and advising on students' progress, with regard to their attitude, application and well-being.
- To provide regular feedback about students to the teacher and pastoral staff where necessary.

The Forest School
JOB DESCRIPTION: Teaching Assistant

Title: *Teaching Assistant*

Support for the school:

- To contribute to reviews of students' progress, including Annual EHCP Reviews and attendance at these Reviews where appropriate.
- To attend relevant in-service training.
- To be aware of the confidentiality of some issues linked to home / student / teacher / schoolwork and to maintain confidentiality.
- To undertake administrative tasks as directed.
- Contribute to information needed by a specialist service and/or external agency as required.
- Support the induction of new Teaching Assistants.
- Supervision of students taking screening tests.

Support for the curriculum:

- Delivery of small group work, where appropriate.
- To assist with the adaptation of resources to support students as directed by Subject Team Leaders/ SENDCo
- To be familiar with Schemes of Work as provided by Subject Team Leaders.

The post holder will be expected to support the overall ethos, aims and work of the school. In contributing to a shared sense of purpose amongst all staff, you are required to undertake such duties as may be deemed reasonable in the context of the needs of the school and commensurate with the role grade, as directed by the Headteacher.

The Forest School will regularly review this job description and subject to consultation, maintains the right to update it to reflect changes in the role.