



## Job Description

<b>Post Title:</b>	<b>Teaching Assistant H3-4</b> <b>Higher Level Teaching Assistant H5-6</b>  Based upon skills and experience
<b>Job Grade:</b>	<b>H3-4 Teaching Assistant 30 per week Term time plus one week 8.30-3.15 (unpaid lunch break)</b>
<b>Responsible to:</b>	<b>Inclusion Leads</b>
<b>Job Purpose:</b>	<b>To support students with special educational needs and enable them to access to the wider curriculum and achieve their potential.</b>

### Teaching Assistant

Working as part of a Year Team, you will support the attainment and wellbeing of students with a range of learning and communication needs in and out of the classroom. This role will require you to:

- Use a range of strategies to support students' access to the mainstream curriculum
- Invigilate and provide Access Arrangements for internal and public exams, including scribing and reading.
- Continually develop your existing knowledge of all areas of SEND, and share learning with colleagues
- Observe, monitor and report on student progress in lessons
- Deliver 1:1 and small group programmes of support as part of the Inclusion intervention offer:
  - Subject vocabulary
  - Literacy
  - Numeracy
  - Functional communication skills
  - Emotional literacy and Resilience
- Reflect and respond sensitively and flexibly to pupil emotional and educational issues

- Apply the school's Behaviour Policy in and out of lessons
- Liaise with
  - teaching and support staff across the school
  - parents and carers
  - outside agencies (Advisory teachers, Speech & Language Therapists, Educational Psychologists)
- Demonstrate excellent organisation and record keeping, and contribute to:
  - SEND documentation including: the SEND register, EHCPs, SEND profiles and intervention logs
  - Parent meetings and SEND Reviews
- Transition arrangements for students starting and leaving the school
- Mentor and nurture the emotionally vulnerable students in your care
- Support students' access to trips and visits
- First Aid Training – act as a First Aider on a shift rota
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#### **Person specification**

<b>Knowledge:</b> Good literacy and numeracy skills Good organisational skills Ability to build effective working relationships with pupils and adults Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils Excellent verbal communication skills Active listening skills The ability to remain calm in stressful situations Knowledge of guidance and requirements around safeguarding children Good ICT skills, particularly using ICT to support learning	<b>Competencies:</b> Enjoyment of working with children Sensitivity and understanding, to help build good relationships with pupils A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school Commitment to maintaining confidentiality at all times Commitment to safeguarding pupil's wellbeing and equality <b>Qualifications and Experience:</b>  GCSEs at grades 9 to 4 (A* to C) including English and Maths (Essential) Experience of working with children (desirable)
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***This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of the Academics' pre-employment checks. Please note that additional information referring to the Disclosure and Barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.***

*This role will be reviewed regularly*

**Please note that Longdean School operates a no smoking policy**