Job Title **TEACHING ASSISTANT**

Responsible to: SENCO Grade: D Points 5-6

Purpose of Role:
Under the direction of the SENCO and Classroom Teacher(s) support students in a mainstream school to access learning.

Act as an integral part of the School support staff team and as such to make a contribution to the overall aims of the School, working within agreed policies and procedures.

Main Duties:

Supporting students learning, either in groups or through 1:1 work. The exact tasks will depend on the learning support needs of the students but may include:

- clarifying and explaining instructions
- ensuring students are able to use equipment and materials provided
- motivating and supporting pupils
- assisting in weaker areas, e.g., language, reading, spelling, handwriting, presentation
- helping students to concentrate on and finish work set
- meeting physical needs as required while promoting independence
- liaising with class teacher, CTL or Special Educational Needs Co-ordinator about Individual Education Plans
- as specified by the Teacher or CTL, developing appropriate resources to support students

Supporting students' self esteem, inclusion and behavioural development, e.g.

- encouraging an 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 for students with behavioural problems
- establishing a supportive relationship with students
- reinforcing the school ethos, e.g. expectations of behaviour within class and elsewhere on the school site
- supervising students on outings, school activities

Supporting Teacher/s, CTLs, Literacy/Numeracy Coordinator e.g.

- As directed by the above, adapting and interpreting lessons and instructions to students
- In conjunction with the class teacher (and other professionals as appropriate) to develop system/s of recording students progress and contribute to the maintenance of this record
- Providing regular feedback about students as required

Supporting the curriculum

- Support the delivery of the Literacy and Mathematics strategy along with other aspects of both the National Curriculum and the enhanced curriculum offered by the school.

Supporting the school, e.g.

- assisting with setting up, storing and retrieving and general maintenance of classroom equipment and teaching aids, e.g. computers and computer software, resources, indoor and outdoor play equipment, photographic equipment etc
- helping to ensure the hygiene of the teaching environment in cases of sickness or soiling
- administering minor First Aid under the guidance of a qualified person
- This is not an exhaustive list and some changes to both the Job Description and duties may occur.

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Key Responsibilities:

Contribute to the ethos and aims of the School

- To be aware of and understand the School's Equal Opportunities, Race Equality, Whistleblowing, ICT and Safeguarding Policies (available electronically through SharePoint) ensuring at all times that the duties of the post are carried out in accordance with School Policies.
- To ensure compliance with all Health and Safety legislation, risk assessments and associated codes of practice and school policies.
- To review and develop working practice by developing and maintaining effectiveness as a member of the school staff through taking responsibility for own continuing professional development.
- To work effectively with both teaching and support staff, applying own strengths and expertise to contribute positively to the overall aims and objectives of the school.
- To undertake any duty or responsibility that the Headteacher, line manager and the Business Manager asks
- relevant to the school's needs as required and are commensurate with the grade.

Working relationships and contacts

- To develop and maintain working relationships with other professionals.
- To liaise with parents, students, local authorities, external agencies and suppliers as well as members of the public to provide information and to answer queries.

Skills/Qualifications:

Please refer to the Person Specification for full details. Please note all original qualification certificates will need to be presented on the day of interview for verification and production of these certificates' forms part of the conditional offer checks.

Further Information:

Scale Point
All staff start at the first scale point within their salary grade and receive annual increments until the top of scale is reached.

Pension
As an employer of the Local Government pension scheme, the postholder will be automatically enrolled into the Wiltshire Pension Scheme. The School pays a contribution of salary into the LGPS – this is an additional remuneration benefit.

Confidentiality

Some of the work undertaken within the School is of a highly confidential nature. The postholder must at all times maintain confidentiality and work within the School's data protection parameters.

Annual Appraisal
All staff undergo an annual appraisal as part of performance management at The Corsham School.

The Corsham School is committed to safeguarding and promoting the welfare of young people and all appointments are subject to Disclosure Barring Service checks, medical and satisfactory references as part of standard pre-employment checks.

TEACHING ASSISTANT

Person Specification

	• **Essential**	• **Desirable**
QUALIFICATIONS AND ATTAINMENTS	• GCSE's or equivalent in Maths and English	• Evidence of further interest in school based initiatives e.g. literacy/numeracy/inclusion • Evidence of education after leaving school
EXPERIENCE	• Evidence of successful experience with children to encourage and promote/reinforce self esteem	• Evidence of successful and varied experience of managing activities with children
SPECIFIC SKILLS AND ABILITIES	• Ability to motivate, encourage and develop children of differing abilities, particularly those children with very weak literacy, numeracy and social skills across the whole curriculum.	• Ability to differentiate and to adapt tasks which assist children in the weaker areas e.g. languages, reading, spelling and handwriting to ensure they access the curriculum. • Desire to develop Teaching Assistant skills by attending relevant training courses. • Experience of secondary age children. • Current driving licence.
PERSONAL QUALITIES	• Conscientious • Flexible • Good communicator • Sense of Humour • Sensitivity • Patience • Good Team Member	• To attend out of school activities • ICT skills
SAFEGUARDING CHILDREN AND YOUNG PEOPLE	• Hold a current DBS Enhanced Disclosure or be in a position to undergo the DBS Clearance Process • a commitment to safeguarding and promoting the welfare of children and young people	

* The Corsham School will accept photocopies on application, but original certificates MUST be presented for verification the interview day.

CONFIRMATION OF RECEIPT

I confirm that I have read and understood the terms outlined in this statement and hereby accept the post on the conditions stated.

Signed .....Date.....