



Carshalton Boys Sports College

Winchcombe Road
Carshalton
Surrey
SM5 1RW

Job Description

Job Title:	Teaching Assistant
Pay Scale:	APT&C Scale 4, Points 7-10 £19,750 - £20,836
Hours of Work:	36 hours per week, Term Time + 1 (Worked on a rota basis between hours of 08.00am and 16.00pm)
Breaks:	Monday to Thursday – 7¼ hours with 45 minute break Friday – 7 hours with 45 minute break (finish at 3.45pm)

Core Purpose

To support students with Special Educational Needs, disabilities and Social, Emotional and Mental Health (SEMH) needs, whilst contributing to the development of the Learning Support Department.

Accountable to

SEND Co-ordinator

Key Duties

- Provide assistance with teaching and learning of students (in class or 1:1 situations) under the instruction of the class teacher in order to maximise their participation and achievement.
- Promote pupils' independence, self-esteem and social inclusion
- To develop an understanding of the needs of the students in order to support them effectively
- Assist with the preparation of Individual Education Plans and Personal Care programmes.
- Contributing to the overall ethos, work and aims of the school.

Teaching and Learning

- To support the work of the teacher and increase achievement of all pupils.
- To support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities.
- To support effective behaviour management strategies consistently in line with the school's policy and procedures.
- To support class teachers with maintaining good order and discipline among pupils.
- To draw on skills and knowledge to respond effectively to pupils with special educational needs.
- To organise resources to help maintain a stimulating and safe learning environment.

- Observe pupil performance and pass observations on to the class teacher.
- Use ICT skills to advance pupils' learning.
- Undertake any other relevant duties given by the class teacher.

Planning

- Liaise with classroom teachers to prepare appropriate materials for students.
- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
- Read and understand lesson plans shared prior to lessons, if available
- Prepare the classroom for lessons

Working with colleagues and other relevant professionals

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the SENCo
- Communicate knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

General

- Attend parents' evenings, open days and meetings with parents/carers and other professionals as required.
- To assist with students on educational visits and participate in extra-curricular activities as required.
- Administer/assess routine tests and invigilate school and public examinations and tests as required.
- Attend relevant meetings and training sessions.
- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Keep abreast of developments and changes in her/his field and communicate to colleagues as appropriate.
- Act as a role model and set high expectations.
- To play a full part in the life of the school community, supporting its mission & ethos.

Additional Duties

You may be required carrying out additional duties, as the Principal/SENDCo may reasonably request from time to time.

Employees have a high degree of responsibility for the children and young people that they will come into contact with.

Equal Opportunities

To ensure, that the spirit of the School policy is implemented.

Signed:.....

Print Name:.....

Date:.....

Person Specification for Teaching Assistant

Qualifications

- NVQ L2 Teaching Assistant
- Educated to at least GCSE grade C standard or equivalent in English or Mathematics

Experience and Knowledge

- Experience of working with children of relevant age in a learning environment
- Basic understanding of child development and learning principles.

Skills and Abilities

- Ability to build and form good relationships with students, parents/carers and colleagues.
- Ability to work constructively as part of a team, understanding school roles and responsibilities, including own
- Good verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students, parents/carers and other professionals
- Ability to use a range of ICT packages and equipment effectively to support learning
- Ability to adapt quickly and effectively to changing circumstances/situations.

Personal

- A diplomatic and patient approach.
- Able to appropriately deal with confidential information/situations
- Efficient and meticulous in organisation.

Other

- Commitment to working within the School's Child Protection Policy
- Commitment to high standards and expectations
- High levels of professional integrity, energy and enthusiasm
- Flexibility to undertake any role
- A good sense of humour