

JOB DESCRIPTION

TEACHING ASSISTANT

Grade:	OA 3
Hours of work:	27 hours per week
Contract:	Term time plus 2 days
Base Location:	Olney / Newport Pagnell

OVERVIEW

Assistants work with all age groups (mainly 11 – 16) in all subject areas of the school. A high level of confidentiality is involved.

The Special Needs Department manages the needs of students who have learning, behaviour, sensory or mobility difficulties. Most of the work is in classroom support at the direction of teaching staff, but the main line manager for this post is the SENDCO.

MAIN DUTIES AND RESPONSIBILITIES

Classroom Support

- Work with individuals to access the lesson at the direction of the class teacher;
- Adapt materials and resources to enable access;
- Support students in developing and improving areas of difficulty, e.g. language, behaviour, reading, spelling, handwriting and so on;
- Helping students with organisation, recording and completing work.

Specialised groups

- Work with individuals on specialised skills areas, e.g. social skills, spelling, handwriting, numeracy and so on;
- Contribute to the provision of extra-curricular support groups, e.g. Lunch Club, Homework Club, by negotiation with the SENDCO;
- Assist students with assessment work and public examinations.

General Duties

- Follow and support school policies and procedures;
- Keep confidences appropriately;
- Ensure as far as possible a safe environment for students;
- Contribute to the maintenance of student records;
- Provide regular feedback to colleagues in the department;
- Keep a log of work conducted within school.

OTHER DUTIES

- Attend relevant in-service training;
- Carry out appropriate duties at the direction of the SENDCO.
- Provide exam support for SEND students at the direction of the SENDCO, for example scribing or reading in line with JCQ regulations.

ETHOS AND CULTURE

- Play a full part in the life of the School community, to support our ethos and to encourage staff and students to follow this example.

DATA PROTECTION

- Ensure all documentation is stored and processed in line with the School Data Protection Policy and Document Retention Guidelines in line with the General Data Protection Regulations (GDPR).

HEALTH & SAFETY

- Comply with the School's Health and Safety Policy and undertake risk assessments as appropriate.

GENERAL

- Work within the Child Protection arrangements for Ousedale School;
- Follow the School Dress code and act as a role model for students and other members of staff;
- Carry out any reasonable tasks as directed by your Line Manager, the Headteacher, a member of SLT or senior member of staff.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at regular intervals and it may be subject to modification or amendment at any time after consultation with the holder of the post.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

Signed:
Staff Member

Dated:

October 2020