

BASSINGBOURN VILLAGE COLLEGE

JOB DESCRIPTION

POST TITLE:	Teaching Assistant
GRADE:	Level 2
RESPONSIBLE TO:	SENCO
HOURS WORKED:	30 hours per week, term time only

PURPOSE OF THE JOB:

- *To support the classroom teacher to facilitate the active participation of children in the academic and social activities of the school. Contribute to raising standards of achievement for all students.*

MAIN RESPONSIBILITIES:

1. Support for children

- In conjunction with the classroom teacher, adapt lessons to meet the needs of individual students and small groups according to their SEND needs, using EHCPs and Specialist Reports for guidance
- Responsibility as a keyworker for a small group of students, keeping learning plans up to date and acting as a liaison point between staff and home.
- Take responsibility for delivering small group or 1:1 interventions for students outside the classroom as identified by need.
- Establish and maintain supportive relationships with individual students, their parents/carers, liaising home on a regular basis following communication policy guidelines.
- Liaise with parent/carers on a regular basis to facilitate effective communication between the college and home, keeping them informed of the support their child is receiving.
- Provide learning support as required for students with special needs, or where English is not their first language.
- Support students with a range of different learning difficulties and disabilities including some liaison, involvement with outside agencies working with the Academic Support Co-Ordinator and SENCO as required
- Encourage and promote inclusion and social skills in the classroom and during breaks and lunchtimes, ensuring all students feel involved with tasks and activities.
- Contribute to and carry out Assess, Plan, Do, Review cycles maintaining up to date records.

2. Support for the curriculum

- Support students across the whole school curriculum, identifying barriers to learning as they occur and raising these within the Inclusion Department.
- Provide targeted support to enhance learning and improve attainment, including literacy, social emotional and mental health as well as numeracy programs.

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3. Support for the teacher

- Assist the class teacher/Academic Support Co-Ordinator with the annual review process.
- Contribute to the planning and evaluation of schemes of work for individual students and groups.
- Organise the learning environment and develop classroom resources as required, taking into account sensory and physical needs of students.
- Undertake support activities for the teacher as required, e.g. photocopying, preparation of materials, mounting displays, visual resources, physical education adaptations.
- Contribute to the management of student behaviour, including anticipating and taking action to prevent low level disruption, through understanding the students' needs
- Liaise with the class teacher to follow the school behaviour policy

4. Support for the school

- Develop and maintain effective working relationships with other staff, outside agencies, parents and carers
- Contribute to the maintenance of a safe and healthy environment.
- Attend and actively participate in staff meetings.
- Participate in and support the professional development of other teaching assistants as required.
- Promote students' wellbeing through extended schools activities.

Additional information

- You will support students and teachers across the whole school and depending on experience may deliver individualised interventions under the guidance of our SENCo and Student Support Team.
- You will work under the direction of the SENCo, external professionals and class teachers to enable the students to access learning.
- You may be required to support a specific named child.
- You should demonstrate the ability to form and maintain strong positive relationships with students with a wide range of needs is essential to the role.
- Previous experience of working within a school environment and supporting students would be an advantage but those with a willingness to learn will also be considered.
- A willingness to be flexible in your approach and the ability to carry out all duties in line with school expectations is essential.

Anglian Learning is committed to safeguarding and promoting the welfare of young people and vulnerable adults. We expect all staff to share this commitment and staff in regulated activity will be subject to an Enhanced DBS Check and a barred list check. Certificates of Good Conduct and other checks may be requested if applicable.

This post is exempt from the Rehabilitation of Offenders Act. Our policies for Ex-Offenders, GDPR and Recruitment can be found on our website: www.anglianlearning.org

We value diversity and welcome applications from all, including those with protected characteristics under the Equality Act. Flexible working will be considered.