



Post Title:	<b>Teaching Assistant Level 1</b>
Overall Responsibility:	<ul style="list-style-type: none"> <li>• Be part of the SEND Team, supporting the inclusion of SEND pupils, adapting and delivering support to meet individual needs whilst promoting academic achievement.</li> <li>• Use skills and knowledge to develop and maintain effective and supportive relationships with a case load of pupils in order to support their specific learning, physical and emotional needs.</li> <li>• Provide timetabled support and guidance to SEND pupils with a range of complex needs and advance pupils learning in a range of classroom settings, providing ongoing support outside the classroom with one-to-ones and groups sessions and specialist enrichment programmes.</li> <li>• Use behaviour management strategies effectively and in line with the school's policy and procedures, and fully contribute to a professional and purposeful learning environment.</li> <li>• Promote the inclusion of all pupils ensuring that they have equal access to opportunities to learn and develop.</li> <li>• Plan and deliver sequences of learning to ensure that pupils identified with specific needs make outstanding progress.</li> <li>• Monitor the well-being and progress of individual pupils and maintain excellent communication with staff and the SEND Team</li> <li>• Ensure that pupils physical/medical needs are met</li> </ul>
Reporting to:	Headteacher / Governors
Liaising with:	Teaching Staff, HLTAs and TA –Level 3
Disclosure level:	Enhanced DBS
Christian Ethos :	To work with the Headteacher and colleagues in creating, inspiring and embodying the Christian ethos and culture of this Church of England Academy, securing its Vision Statement with all members of the school community and ensuring an environment for teaching and learning that empowers both staff and pupils to achieve their highest potential.
Principal Responsibilities :	
<i>Supporting pupil progress and outcomes:</i>	

- To assist the SEND Team to develop ambitious and stretching targets for students with a range of SEND needs.
- To work with the SEND team and other teachers to implement Pupil Profiles and develop resources for pupils who have Special Educational Needs (SEN), an Autistic Spectrum Disorder (ASD), speech or language impairments (SLCN) or behaviours that interfere with learning and/or relationships (SEMH) and pupils with medical and physical Impairments
- To contribute to Annual Reviews, Pupil Profiles and other reporting to outside stakeholders as required.
- To support learning and personal development through one-to-one and small-group teaching, and other supportive relationships.
- To deliver individual and group intervention programmes which provide a range of strategies that will motivate, challenge and empower further learning and will help pupils to make positive changes.
- Support pupils to manage transitions in their lives.
- Respond to the needs of pupils who have experienced trauma.
- To observe, record and feedback information on pupil performance.
- To meet the physical/medical needs of pupils according to the individual HCP and IPP whilst encouraging independence.

*Supporting learning and inclusion:*

- To promote inclusion and acceptance of all pupils in the school, including those with learning, physical, or social and emotional difficulties.
- To support pupil's successful transfer between educational establishments and at key stages in their learning. Support with the transition of new and mid-term entrants to the academy
- Support the inclusion of those pupils with SEND in relation to their Social, Emotional and Mental Health.
- To assist with classroom teaching, supporting pupils with specific needs to facilitate their understanding of mainstream teaching and learning and liaise with subject staff and be fully prepared for the classroom role and learning programmes.
- To plan, deliver and assess small-group and one-to-one teaching and interventions.
- To encourage good personal hygiene and assist with self-help skills e.g. physical medical needs as stipulated in individual plans.
- To monitor the 'whole child', including the social and emotional well-being of vulnerable pupils.
- To assist in creating materials for curriculum delivery and display boards.
- To assist with whole class teaching where appropriate.
- To reinforce the school's expectations at all times and challenge poor behaviour within and outside the classroom.
- To assist pupils' achievement outside of the classroom, e.g., computer lab, library.
- To support extracurricular activities and enrichment trips including homework support, supported lunchtime.
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*Working in partnership:*

- To work with teachers to assess the needs of individual pupils.
- To develop and maintain appropriate contact with the families and carers of pupils with SEND needs and to keep them informed about the pupil's progress, and to secure positive family support for the pupil.
- To contribute to the safeguarding and protection of children and young people from abuse.
- To meet regularly with the line manager to discuss key pupils and other Teaching Assistant activities, make use of advice and supervision to develop competencies.
- To communicate your 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.
- To keep other professionals accurately informed of progress or concerns they may have about the pupils they work with.
- To assist in adjusting the pace and timing of activities to aid learning and understanding.
- To understand the objectives and outcomes of the lesson in order to engage pupils and ensure they are effectively reviewing their learning.
- To understand teaching techniques employed by Woodchurch High Schools Teaching Staff.
- To ensure effective use of study time to enable pupils to consolidate learning and/or complete outstanding homework, also to reinforce knowledge homework's.
- To provide feedback either written or verbal on pupil needs and progress in lessons as required ie TA feedback sheets, Home-School diaries etc...
- To assist under the guidance of the teacher with the organisation of lessons including the setting out of materials for lessons.

*Other support:*

- To supervise pupils at break, lunchrooms, and around the school building.
- To provide general assistance during form tutor time, under the guidance of the form tutor, with administration, collective acts of worship and mentoring.
- To assist with follow-through for related services, e.g., speech/language therapy, occupational therapy, physical therapy, feeding and toileting and other areas of health care and hygiene
- To complete the administrative duties relevant to the role of a Teaching Assistant; including planning, record keeping, data entry and reports.
- To maintain pupil and family confidentiality at all times.
- To attend regular meetings, training and briefings, as required, and contribute to the identification and sharing of good practice between individuals to enhance mentoring provision (including curriculum meetings).
- Where required, to cover for absent colleagues and ensure the school runs smoothly.
- To undertake other reasonable duties as directed by Line Manager/SLT.
- First Aid and Invigilation as required (and support with Exam Access Arrangements)

**School Culture:**

- Support the School's values and ethos by contributing to the wider culture of the school and upholding the Woodchurch High School Christian Values.
- Help create a strong school community, characterised by consistent, orderly behaviour and caring, respectful relationships.
- Help foster a school culture and ethos that is utterly committed to achievement and the promotion of Christian values and vision.
- Support and work in collaboration with colleagues and other professionals in, and beyond the school.
- To work within the School's Teaching and Learning policy and guidance to help ensure positive learning outcomes for all pupils.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title. Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of a new and growing school which requires flexibility in all of its employees.

**July 2020**

