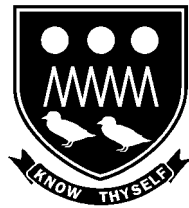


# Harlington Upper School



## Teaching Assistant (up to 30 hours per week) Fixed Term to July 2020

*Harlington Upper School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

*Posts working with either children and/or vulnerable adults will be subject to the disclosure of criminal records*

## HARLINGTON UPPER SCHOOL



### JOB DESCRIPTION

|                           |  |
|---------------------------|--|
| <b>Title:</b>             | Teaching Assistant   |
| <b>Type of Workplace:</b> | Mainstream school or special school  |
| <b>Responsible to:</b>    | Classroom teacher/ SENDCO/ Headteacher   |
| <b>Job Purpose:</b>       | Under the instruction and guidance of teaching staff/managers, to undertake educational activities and attend to the educational, personal and social needs of students in order to support their learning and development and to ensure their safety. |
| <b>Salary:</b>            | NJC level 2B points 11 – 14 (£17,007 - £17,681 pro -rata)<br>Actual Salary for 30 hours £11,954 - £12,428  |

#### **Main duties and responsibilities:**

##### **Support for Students**

1. To attend to the educational, personal and social needs of students and any other requirements depending on the student's special needs and, wherever possible, make these part of the learning.
2. To promote and support the inclusion of all students in the learning activities in which they are involved.
3. Whilst there may be a specific requirement to support a named student or students with a Education Health Care Plan, support to other students may also be required, at the direction of the Headteacher.
4. To assist with preparation for school visits and the supervision of students on such visits, in liaison with the Educational Visits Coordinator

## **Support for Teachers**

1. Within the overall plan set by the class teacher to assist in devising and extending educational activities and in preparation of the curriculum. This may include contributing to the development and implementation of Individual Education Plans (IEPs) and Personal and Pastoral Support Plans.
2. To help assess and systematically record students' progress and achievements, using the results of this monitoring in further support work.
3. To efficiently prepare, maintain and use classroom teaching materials and equipment, including organising the use of audio/visual and ICT equipment, bearing in mind the efficient use of school resources (this may include photocopying, arranging displays of work etc).
4. To assist in maintaining classroom discipline by working with individual and groups of students in developing expectations of acceptable personal and social behaviour and help make them part of the learning experience.

## **Support for the Curriculum**

1. To support the teaching of literacy, numeracy or other specific curriculum areas/specialisms as required and agreed with the Headteacher.

## **Support for the School**

1. To work collaboratively with colleagues as part of a professional team, in particular the class teacher, the Special Educational Needs Co-ordinator (SENDSCO) and other teaching assistants; working at all times within the school's policies and procedures
2. To assist in the general efficient operation of the school, including providing cover for other support staff where necessary and as directed by the Headteacher.
3. To attend staff meetings, participate in performance management arrangements and undertake training and development activities.
4. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information.
5. To undertake tasks of a similar nature and level, as directed by the Headteacher/Manager

## Teaching Assistant: Person Specification

### Essential

### Desirable

| <i>Qualifications</i>  |  |
|--|--|
| Educated to GCSE level (or equivalent) with English and Maths at grades A*-C | Educated to A2 / A level / Level 3                     |
| <i>Skills and Experience</i>   |  |
| An understanding of how to work with young people                            | Previous experience in a school classroom support role |
| Understanding of the educational system                                      | Knowledge of behaviour management strategies           |
| Willingness to undertake training  |  |
| <i>Personal Attributes</i>   |  |
| Ability to work effectively as a member of a team                            |  |
| Ability to work on own initiative  |  |
| Good communication and interpersonal skills                                  |  |

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