

The Campion School – Teaching Assistant
Job Description

Job Title	Teaching Assistant
Full/Part time	F/T, 38 weeks per year/ 32 hours per week
Pay Scale	APTC 2
Reports to	SENCO and Assistant SENCO
Responsible for	Delivering well prepared and planned interventions to individuals and groups of children, organising and collating relevant data to produce required reports. In class support and monitoring/support at break and lunchtimes.
Liaison with	Teaching staff, support staff, SENCO and Assistant SENCO
Job Purpose	To deliver a range of targeted interventions to identified children within a specific phase in order to accelerate progress To provide in class support and small group work for students
Duties	<ul style="list-style-type: none"> • Deliver targeted intervention programmes to individuals or small groups • Liaise with staff to track, monitor and evaluate the progress of identified children • Have regular dialogue with all staff regarding on-going progress of children related to how they are doing when in class • Provide on-going feedback and encouragement to pupils in relation to their progress and next steps • Undertake baseline assessment and regular evaluation to track impact of interventions and progress of children • Report on progress and evaluation of interventions to Assistant SENCO • Understand specific learning needs and establish positive relationships with pupils supported • Ensure children with special needs within the classroom have access to lessons and their content through appropriate clarification, explanation and resources • Promote positive pupil behaviour in line with school policies and help keep pupils on task • Support learning by selecting appropriate resources/methods to facilitate agreed learning activities • Attend to pupils' health matters, including minor first aid.
General	<ul style="list-style-type: none"> • To understand and apply school policies in relation to health and safety, safeguarding and welfare • Attend relevant training and take responsibility for own development • Attend relevant school meetings as required • To respect confidentiality at all times • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy and SEN Policy • The Campion School is committed to safeguarding and promoting the welfare of children and young people and

	<p>expects all staff and volunteers to share in this commitment</p> <p>The duties above are neither exclusive nor exhaustive and the postholder may be required by the SENCO and Assistant SENCO to carry out appropriate duties within the context of the job, skills and grade.</p>
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Person Specification for the Post of Teaching Assistant			Assessed by A (Application) I (interview)
Knowledge	1. Knowledge or working practice in the education sector and/or schools/academies.	Desirable	A & I
	2. An awareness of Child Protection procedures	Essential	I
	3. Understanding of Health & safety issues	Essential	I
Qualifications & Experience	1. Secondary school Teaching Assistant experience.	Desirable	A
	2. Experience of working with challenging students.	Desirable	A
	3. GCSE qualifications in core subjects	Essential	A
	4. Willingness to undertake further training and qualifications applicable to the position	Essential	A & I
Skills & Abilities	1. An ability to communicate and interact with children and young people	Essential	A & I
	2. An ability to work as part of a team and to follow guidance from teachers	Essential	A & I
	3. Ability to accept guidance and direction from teachers.	Essential	I
	4. Ability to keep written records and support the development of pupil's literacy and numeracy skills with confidence.	Essential	A & I
	5. An understanding of the necessity to maintain strict confidentiality.	Essential	I
	6. An ability to demonstrate patience and calmness	Essential	A & I
	7. Awareness of sensitive information and the need for confidentiality	Essential	A & I
Engaging with Others	1. Excellent interpersonal and communication skills (both oral and written)	Essential	A & I
	2. Ability to communicate effectively with individuals and groups of students, teachers and other members of staff	Essential	A & I I
Learning Effectively	1. IT literate and willing to undertake further training as required.	Essential	A
	2. Willingness to undertake professional development through CPD courses	Essential	I
Other	1. Ability to be flexible in relation to working hours, as required.	Essential	I
	2. A commitment to inclusive education.	Essential	I