

Job Description

JOB TITLE: Teaching Assistant - The Centre

Salary: TA1A point 11 (range 11–12)

Hours of work: 25 hours per week (excluding breaks and lunch times), term time only, fixed term until 31st August 2019.

Line of Responsibility: The Teaching Assistant is directly responsible to the SENCo

Job Content: To work in the Special Educational Needs Department at Comberton Village College

Purpose

To work in the Comberton Village College SEN department with students who have Educational Health and Care Plans. This covers a wide range of Special Educational Needs including Physical disabilities, sensory impairment, learning difficulties, Speech Language Communication Needs and Downs Syndrome. To help them engage with an adapted and differentiated mainstream education and raise their standard of achievement.

Accountabilities

Supporting students –under the direction of the SENCo.

- Supporting students in mainstream lessons across all areas of the curriculum.
- Helping students reflect on their development.
- Act as key worker for a student, liaising with parents and student in order to help them progress and communicate their concerns to teachers and develop their learning skills.
- Pass relevant data and information to student's teachers.
- Communicate information to students and parents about lesson arrangements, assessments or tests, items needed for practicals.

Support for the curriculum - under the direction of the teacher

- Pass on information regarding students' successes and difficulties - especially where work needs adapting or student responses to curriculum areas.
- Record homework tasks in planner and pass information to parent, ensure homework handed in at appropriate times.

Support for mainstream school and the SEN Centre

- Undertake specialist training where necessary on aspects of SEND
- Play an active role in sharing knowledge and skills with mainstream staff and students.
- To support mainstream students with SEN alongside students with EHCPs

Conditions of Employment

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).
- The post-holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.
- To uphold the school's policy in respect of child protection matters.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced Disclosure and Barring Service (DBS) check will be carried out for the successful candidate.
- S/he shall be subject to all relevant statutory and institutional requirements.
- The post-holder may be required to perform any other reasonable tasks after consultation.
- 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 constructed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post-holder.
- All staff participate in the school's performance management scheme.