

JOB DESCRIPTION: Teaching Assistant, Sixth Form – Fixed Term Contract

Hours of work: 8:45 to 14:50 Monday to Friday - term time only.
25 hours per week (with two unpaid breaks per day)

Salary: TA scale 1b - Fulltime salary from £18,562 to £18,933 (52 wks of 32.5 hours pw)

Actual Term Time salary from £ 11,845.63pa (based on 38 working weeks, 25 hours pw plus holiday pay)

Line of Responsibility

The Teaching Assistant is directly responsible to the Deputy Head of Sixth Form, Support

Purpose

To work in Comberton Sixth Form with KS5 students with Autism Spectrum Condition (ASC) and other Special Educational Needs and Disabilities (SEND) to integrate them into mainstream education and to raise their standard of achievement.

Accountabilities

Supporting students – under the direction of the Deputy Head of Sixth Form (Support)

- Support students with EHCPs in mainstream lessons or in the sixth form in study time, across negotiated areas of the curriculum, specific to each individual student
- Helping students reflect on their development.
- Support students on out of school trips
- Be a listening board for students to express their worries and concerns to
- Pass relevant data and information to students' key worker (Communication Support Specialist) for each lesson, and to be aware of relevant information from the CSS.
- Communicate information about lesson arrangements - room changes, assessments or tests, homework tasks set, items needed for practical work, equipment.

Support for the curriculum - working under the direction of the teacher

- Pass on information regarding students' successes and difficulties-inform CSSs of where work needs adapting or student responses to curriculum areas.
- Support the recording of homework tasks in planner or other method and work with the student to ensure homework is handed in at appropriate times.
- Be prepared to learn about the content and exam techniques related to A level subjects that are supported

Support for mainstream and ASC students with EHCPs

- Undertake specialist training to underpin knowledge of Asperger's Syndrome and appropriate support strategies if needed.
- Play an active role in sharing knowledge and skills with mainstream staff and other sixth form Teaching Assistants.
- To support both mainstream students with SEN and Cabin (ASC) students as requested

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 postholder 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 postholder 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 postholder.
- All staff participate in the school's performance management scheme.