

## JOB DESCRIPTION

### Teaching Assistant – The Centre – Fixed Term Contract

**Salary:** £10.87 per hour plus holiday pay

**Hours of work:** 25 hours per week, term time only.

**Line of Responsibility** The Teaching Assistant is directly responsible to the SENDCo.

#### **Purpose**

To work in the Comberton Village College SEND 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 SENDCo**

- 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 - working 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, assist in ensuring homework handed in at appropriate times.

##### **Support for mainstream and the SEND 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 SEND 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 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.