Job Description

Job Title: **Teaching Assistant (TA2)**

Grade Band F (Points 7 – 12) / TA2 level (salary details at appendix 2)
Hours: 32.5 hours per week, 39 weeks per year
Reporting to: Inclusion Assessment Leader (within SEN)
Department: SEN

Main Purpose of Job

- To support the development and progress of all students, particularly those with SEN; promoting an awareness of strategies to support specific needs and disabilities.
  This will require engagement and influence with matters relating to pupil health; safety and welfare; emotional / behavioural support, and sometimes delivering small group work as directed.
- To assist teaching staff in the planning, review and delivery of the curriculum, and assist all students in their learning and acquisition of skills.
- To provide social and emotional support for identified students and assistance in helping them regulate their behaviours throughout the school day including social times.

Key areas and activities

GENERAL

To support access to learning by undertaking a range of practical duties within the classroom:

- General support to pupils in line with a Statement of special needs / Educational Health Care Plan or planned provision, individual or small groups
- Contribute to the personal and emotional care of pupils
- Encourage pupils to act independently as appropriate
- Provide support and scaffolding for students with behavioural needs.
- Support pupils, both individual and groups
- Supervise the activities of individuals or groups of pupils to ensure progress towards targets
- Encourage pupils to interact with others and engage in activities led by a teacher
- Support pupils to understand instructions
- Support pupils in using basic ICT as directed
- Listening to and assisting pupils to read
- Routine support for pupils with literacy and numeracy skills

PUPIL SUPPORT:

In addition to the General responsibilities, a TA level 2 will be expected to:

- Support individuals or groups of pupils during independent or group work. This may involve using some degree of specialist knowledge of SEN issues to explain tasks, reinforce key learning objectives, concepts or vocabulary; use practical apparatus in subjects such as PE, Science or technology. Pupils may also need assistance in maintaining attention, interest and motivation.
- Assist pupils in developing communication skills through modelling and otherwise assisting in the framing of verbal responses in a variety of classroom situations.
- Use some degree of specialist knowledge to assist in the learning of pupils with developmental delay and/or physical disability.
- Assist with the supervision of small groups of pupils on short trips off school premises under the direction of the relevant subject teacher. This would only apply to small groups well known to the TA.

- Attend to pupils' personal needs and provide advice to assist in their social, health and hygiene development.
- Undertake regular training to support physical needs and access to the curriculum.
- Support provision for pupils with special needs.
- Establish productive working relationships with pupils.
- Provide information and advice to enable pupils to make choices about their own learning.
- Challenge and motivate pupils through promoting and reinforcing self-esteem.
- Provide feedback to pupils in relation to progress and achievement.

TEACHER SUPPORT:

In addition to the General responsibilities a TA level 2 will be expected to:

- Monitor individual and group achievements of pupils with SEN and feed back to the subject teacher
- Be actively involved in the day-to-day management of the learning environment of pupils with SEN, including the provision of specialist teaching materials and equipment where appropriate. This is to be done in discussion with subject teachers
- Contribute to the assessment of pupils by teachers through observation and reporting
- Record information relevant to the assessment and review of pupils' progress
- Attend Annual Review Meetings as appropriate
- Undertake administrative tasks appropriate to the role of a TA.
- Contribute to IEP updates

CURRICULUM SUPPORT:

- In addition to the General responsibilities a TA level 2 will be expected to contribute to curriculum planning, implementation and evaluation.
- This may involve assisting and advising the subject teacher in matters of differentiation, explaining aspects of specialist SEN issues, for example Asperger's Syndrome or devising appropriately modified testing, and assessment materials.
- Delivery of small group or individual intervention as directed by the class teacher or SENCO

SCHOOL SUPPORT:

- Have an up-to-date understanding of the roles and responsibilities of a level 2 TA;
- Understand the school's SEN policies and practices and how they relate to local and national SEN policy and strategy
- Liaise effectively with parents /carers by sharing and providing information relevant to the role.

ACCOUNTABILITY:

- Receive direction from and be accountable to the SENCO and to individual subject teachers.
- It is expected that initiative and independent action are exercised. A greater level of specialist support is expected compared to TA level 1, based on experience and/or qualifications and/or knowledge.

Any other duty appropriate to the general area of operation and in line with the broad range of responsibilities and aptitudes expected.

Health and Safety

- This post involves dealing with students and visitors to the school, and responsibility for own health and safety, and that of others, will be of key importance
- The post holder must have the moral courage to insist on appropriate safety standards within their area of influence, whilst not using Health and Safety as an excuse to water down the educational experience for the students.

General

Entitlement to:

- A clear management line and access to the immediate line manager.
- An annual performance review, which includes the setting of individual performance targets in line with the established school procedure.
- Time and opportunity for professional development, in an appropriate form.

Requirements

- The postholder is expected to comply with the provisions of the Data Protection Act 1998 and other relevant legislation. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the school's Data Protection Policy and Procedure.
- Knowledge of and compliance with relevant school policies and procedures e.g. Health & Safety, No Smoking, Acceptable Use of the Internet, procedure to gain authorisation for expenditure, privacy policies, Child Protection etc.
- Willingness to undertake training /professional development in-house or externally.
- Participation in the performance management system in force for all staff.

Notes

- Stratford-upon-Avon School reserves the right to alter the content of the job description to reflect changes to aspects of the role, without altering the general nature of the role or level of responsibility.
- The responsibilities detailed are subject to the terms and conditions laid down in the Contract of Employment for Support Staff.
- The job description summarises an indicative range of duties, responsibilities and outcomes, but does not seek to imply the relative priorities or the proportion of time to be spent on each.

Appendix 1

Support Staff Posts

Corporate

- Support your line manager or team leader as required in maintaining a customer focus, efficient working, establishment and following of operating procedures, compliance with health and safety and other regulatory requirements, identifying desirable developments, and providing clear support in general for teaching and learning, pupil progress and wellbeing, and any external or collaborative arrangements with which the school is involved
- Contribute to the effective operation of support services
- Be prepared to share good practice with other schools and relevant bodies. This may include undertaking duties and work in other schools and at other locations
- As part of a team of support staff, provide assistance with the invigilation of examinations if required
- As a member of staff working in a school setting, have a duty to help keep young people safe and to protect them from sexual, physical and emotional harm and to take reasonable steps to ensure the safety and wellbeing of students

Working with Pupils

1. As part of a team of support staff, provide assistance with a variety of other provision if required, such as supervision of private study, accompanying school visits, general staff duties etc.
2. Be prepared to engage in elements of guidance or instruction to pupils in line with specific job role, area of interest or expertise.

Membership of Groups

1. From time to time, take the opportunity to be involved in working groups, designed to enhance the learning or operational aspects of school life.

Appendix 2

Teaching Assistant (TA2)

Terms and Conditions of Employment specific to the post

Working Hours

The posts are advertised at 32.5 hours per week, term time plus 5 Staff Learning Days: 39 weeks. Typically, hours of work will be 8.30am to 3.40pm with a 40-minute unpaid lunch break.

A lunch break of 40 minutes will be taken at a mutually agreed time, by agreement with the line manager. Where 6 hours or fewer are worked per day, it may be possible to omit the lunch break.

There is provision for additional hours worked to be taken as TOIL, or in certain cases, remunerated as long as they are for reasons connected with school development, clearly justifiable and appropriately authorised in advance.

Holidays

a) Term-time staff are paid for a pro-rata proportion of holidays applicable to the grading of the post and the length of their service.
b) All holidays are deemed to be taken within school holidays.
c) The allocation of holidays against which pro-rata payment is made is 23 days for new entrants to schools, academies or local government. 26 days after 4 years' continuous service, plus 8 Bank Holidays and 4 Statutory days

Other Benefits

- Free car parking (subject to availability)
- Wellbeing employee assistance programme
- Contributory pension scheme

Remuneration

Starting salary for a full-time post at Band F (Points 7-12) is within the range £27,274 to £29,542 starting point depending on experience and qualifications.

The actual salary based on the hours and weeks worked will be within the range £20,754.96 to £22,885.06 subject to any continuous service.

The School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All positions at Stratford-upon-Avon School are subject to the Disclosure Barring Scheme.

This role is exempt from the Rehabilitation of Offenders Act 1974 and is therefore subject to an Enhanced DBS and requires a children's barred list check.

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