

## Job Description

<b>Job Title</b>	Teaching Assistant	<b>Department</b>	Learning Support
<b>Reporting to</b>	Learning Support Manager	<b>Grade</b>	4 (11 – 13)
<b>Hours per week</b>	30		
<b>Hours of Work</b>	As arranged with Line Manager (including a 30 minute unpaid break)		

### Main Purpose of the Job

Teaching Assistants are attached to the Learning Support Department at King Alfred's. Their job exists in order to support the learning of students who have a range of Special Educational Needs. All needs are identified in accordance with the Special Needs Code of Practice. Teaching Assistants work closely with the Learning Support Manager who is their line manager.

### Main Duties

- Should be fully aware of the Academy's SEN policy and the procedures for identifying, assessing and making provision for students with SEN.
- Support students on an individual and small group basis through delivering intervention strategies and supporting students with Overlearning and Pre-learning.
- Support the work of the class teacher in supporting the inclusion of some SEN students within the mainstream classroom. To assist students' learning, in liaison with the class teacher, by explaining, interpreting and adapting work, by reading and note-taking, by motivating and encouraging them and helping with physical needs where appropriate.
- Should take on a 'Key Worker' role for a number of named students. This will include developing a good understanding of their Special Educational Needs, liaising with parents and reviewing progress in the context of Individual Education Plans (IEP's).
- Assist in the maintenance of good discipline around the Academy including supervision duties as required.

### Universal

- To be personally committed to a philosophy of continuous improvement in relation to whole academy policy as well as in all team roles and areas of personal responsibility.
- To participate in personal staff development and relevant training schemes.
- To participate in personal Professional Development.
- To comply with Health and Safety requirements.

- To comply with “Rights and Responsibilities”.
- To be committed to safeguarding and promoting the welfare of children and young people.
- To undertake other duties as may be required from time to time.
- To be prepared to undertake First Aid training if required.

**Employee’s Name:**

**Signed:**

**Date:**

**Line Manager’s Name:**

**Signed:**

**Date:**

**SELECTION CRITERIA:**

SPECIFICATION (Job Related)	ESSENTIAL	DESIRABLE
<b>Education</b>		A minimum of two ‘A’ levels at C grade or above or equivalent BTECs or appropriate and relevant experience in this role.
<b>Knowledge</b>	Experience of working with children and young people between the ages of 11 and 18 within a school setting.	
<b>Skills</b>	Good communication and IT skills.	
<b>Personal Qualities</b>	Able to relate to young people. Use of initiative. Calm, flexible and resourceful. Ability to work as part of a team. Professional approach to work.	

King Alfred’s is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Enhanced Disclosure and Barring Service check.

All staff will be expected to promote fundamental British values.