

Cambourne Village College: Teaching Assistants - Level 1B

JOB DESCRIPTION

Salary: TA scale 1B

Hours of work:

25.5 hours per week, term time only with some professional days (39 weeks)

The post holder will be based at Cambourne Village College.

Line of Responsibility

The successful candidate is directly responsible to the SENCo or Assistant SENCo.

Job Purpose:

To enhance the learning and social success of pupils with Special Educational Needs.

The post holder will play a key role in delivering support to pupils with a range of special educational needs and disabilities. This will include in class support and working 1:1 and in small groups with students under the direction of subject specialists.

1. Principal Accountabilities:

- Contribute to EHCP documentation for identified pupils
- Under the direction of the class teacher, support identified students on a 1:1 or small group basis.
- Provide specialist learning support to children with severe special needs.
- Establish and maintain supportive relationships with individual pupils, small groups and parents/carers to ensure they understand tasks and can achieve
- Encourage and promote inclusion in the classroom, ensuring all pupils feel involved with tasks and activities
- Act as key worker to a designated pupil and liaise with parents as requested by the SENCo.

2. Support for the curriculum:

- Support the school curriculum, under the guidance of class teachers
- Provide targeted support to enhance learning and improve attainment

3. Support for the teacher

- Contribute to reports on pupil progress if required
- Provide feedback on learning activities
- Organise the learning environment and develop appropriate classroom resources as required
- Contribute to behaviour management within the school and take charge of situations to allow the teacher to continue to work with the rest of the class

4. Support for the school

- Develop and maintain effective working relationships with other staff and parents or carers
- Contribute to the maintenance of a safe and healthy environment
- Attend and actively participate in staff meetings

General

The post holder will:

- Attend school events as required.
- Assist in escorting students on educational visits and participating in extra-curricular activities as required.
- Participate in school emergencies as required, including co-ordinating arrangements, locating students and staff, providing contact details and completing necessary documentation.
- Ensure that financial procedures and activities are carried out as required within the department such as placing purchase orders and authorising invoices for payment.
- Be responsible for the effective management of budgets within her/his remit, ensuring best value through suppliers.
- Attend relevant meetings and training sessions as required

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.
- The post holder is required to uphold the College'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.
- The post holder 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 College's performance management scheme.