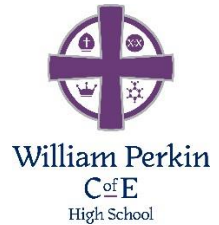




Twyford Church Of England Academies Trust

“I have come that you might have life &
have it to the full” John 10 v10



William Perkin CE High School

Job Description

Job Title:	Higher Level Teaching Assistant/SEN Exams Assistant
Grade:	Teaching Assistant, Grade 7 <i>Please see page 4 for salary details</i>
Line Manager:	SENCo
Supervisory Responsibility:	None
Hours:	32hrs 30 mins/week; Term time only (39 weeks (195 days)/yr)

Main purpose of the job

1. To support the KS3 & KS4 curriculum and to support identified underachieving students (SENCo/SEN Leads to identify).
 2. To provide lesson support for EHC plan students, support school trips, lunch clubs and study club and support effective communication between teaching staff, Pastoral team and SEN.
 3. To lead 1:1 and small group interventions for speech and language, OT and social communications as directed by SENCo/SEN Leads.
 4. To write and chair up to 8 Annual Review meetings for EHCP students throughout the year as directed by SENCo/SEN Leads.
 5. To take responsibility for operational duties in the SEN department as directed by the SENCo/SEN Leads including liaison with parents, training new members of the TA team, ensuring student profiles are updated, organising cover within the team, co-ordinating SaLT or OT outside professionals.
 6. To support the Exams Team and SEN Administrator with co-ordinating and running quarterly exams in the ARP/SEN department.
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Main responsibilities and tasks

1. **To support the KS3 and KS4 curriculum and to support identified underachieving students (SENCo/SEN Leads to identify)**
 - To assist the teacher in creating and maintaining a purposeful, orderly and supportive learning environment, ensuring all pupils have equal opportunities to learn and develop.
 - To provide general support to the teacher in the management and organisation of the student(s) and the classroom. For example, write on the board when requested; put positives on SIMS/take the register; record homework or lesson prep.
 - To ensure all EHCP students are accessing the work in class – prompting, chunking information, repeating and checking for understanding when necessary.
 - To evaluate the progress of selected students with the SENCo/SEN Leads
 - To report back to team on progress/observations of individual students.

- 2. To provide lesson support for EHC plan students, support school trips, lunch clubs and study club and support effective communication between teaching staff, Pastoral team and SEN**
 - To provide support to EHC plan students (classes to be decided by SENCo/SEN Leads).
 - To offer to support for ARP/SEN Study Club after school.
 - To be willing to accompany any subject related trips – both day trips and if required, one residential trip each year.
 - To attend SEN department meetings to feedback on students.
 - To produce a short termly report on the outcomes resulting from subject specific work.

- 3. To lead 1:1 and small group interventions for speech and language, OT and social communications as directed by SENCo/SEN Leads**
 - To be aware of individual students EHCP outcomes and targets.
 - To liaise with outside professionals such as SaLT and put together a programme of work to help specified students reach their targets – in both 1:1 and small group settings
 - To keep up to date records of interventions, progress and outcomes for each student
 - To feed back to team about progress.
 - Liaise with parents where necessary

- 4. To write and chair up to 8 Annual Review meetings for EHCP students throughout the year as directed by SENCo/SEN Leads.**
 - To develop an in-depth knowledge of the EHCP outcomes and needs of students as directed by SENCo/SEN Leads.
 - To liaise with teachers and TA staff and put gather relevant information about each student's progress and ability to reach targets.
 - To write up to 8 Annual Reviews each year, chair meetings with parents and professionals as needed, ensure all information is sent to the relevant Local Authority within specified time limits, follow up actions from meetings.
 - Update EHCPs for these students following meetings as required.

- 5. To take responsibility for operational duties in the SEN department as directed by the SENCo/SEN Leads including liaison with parents, training new members of the TA team, ensuring student profiles are updated, organising cover within the team.**
 - To take responsibility for operational duties in the SEN department as directed by the SENCo/SEN Leads. This may include mentoring the students; dealing with questions from parents and carers; ensuring the timetables for each student are updated.
 - To help train new members of the TA team – have them shadow you in class, be able to show them the IT systems we use, brief them on key students etc.
 - To actively support the work of the Department, participate in (and allocate time to) various activities (within the total hours) to enhance students' opportunities (e.g. visits & outings, events)
 - To coordinate and manage break and lunch rotas for staff to ensure students are supported during unstructured time.

- 6. To support the Exams Team and SEN Administrator with co-ordinating and running quarterly exams in the ARP/SEN department.**
 - To help with populating spreadsheets with exam, student and invigilator information as required by SEN Administrator.
 - To liaise with teachers to ensure all exam papers are delivered to the ARP/SEN department on time.

- To set up the ARP/SEN department for exams.
- To oversee the smooth running of exams in the ARP/SEN department and be the point of contact for TAs and external invigilators during exams.

7. General duties in the department

- To be aware of & comply with policies & procedures relating to child protection, health & safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
- To participate in personal development, including training, other learning activities and routine 1:1's and reviews, as required.
- To take on additional responsibilities at certain times of the year as requested: assisting in Y6 transition; providing 1:1 access arrangement support for students during exams; invigilating in GCSE exams; organising TA support for workshops.
- To undertake broadly similar duties, commensurate with the level of the post, as directed by the SENCo/SEN Leads or the Headteacher.

Key measures of success

- Improved outcomes for students in the subject areas supported.

Signatures

Signature of Manager: _____ Date: _____

Signature of Post Holder: _____ Date: _____

Person Spec

Education and Qualifications	Essential	Desirable
GCSE passes at 'C' grade or higher in English and Maths, or equivalent NVQ level 2	✓	
'A' levels and a degree	✓	

Knowledge and Experience	Essential	Desirable
Proficient ICT skills	✓	
The ability to write cogently and fluently with correct spelling and punctuation	✓	
Awareness and understanding of safeguarding	✓	
First Aid qualification		✓
Experience of delivering First Aid		✓
Experience of working within a school environment		✓

Personal Qualities	Essential	Desirable
Professional attitude and approach to work	✓	
Willingness and ability to manage own time and take full responsibility for work	✓	
Ability to organise, plan and prioritise work, paying attention to detail	✓	

Enthusiasm for working with staff and students	✓	
Ability to communicate clearly and effectively with different audiences, orally and in writing	✓	
Able to demonstrate discretion, confidentiality and commitment	✓	
Patience, kindness, flexibility, good humour and the ability to work as part of a team	✓	
Excellent attendance and punctuality	✓	

Key Terms and Conditions

Pension Scheme:

You will be entitled to join the Local Government Pension Scheme. Details of the scheme are found here: www.lgps.org.uk

The Twyford Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undergo the child protection screening appropriate to the post, including an enhanced disclosure from the DBS (Disclosure and Barring Service) and references from previous employers. For more information about the DBS please see <https://www.gov.uk/disclosure-barring-service-check>

The post-holder will also be expected to read and adhere to the Trust's Child Protection Policy, and any other Safeguarding documents stated within this.