

**Ashton Community Science College**

Job Description

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| **Post:** | Teaching Assistant Level 3 – SERF *(special educational resource facility)* |
| **Reporting to:** | Assistant SENDCO |
| **Responsible for:** | - |
| **Working Hours:**  **Working Weeks:** | 31 Hours 40 mins (6 hrs 20 mins per day)  38 weeks plus two additional days for training |
| **Salary/Grade:** | Grade 6 |

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| **Job Purpose** |
| Expected to work with the teacher in a collaborative way, in meeting the personal, social and curriculum related needs of pupils, including those with special needs and/or bilingual needs, and to establish positive, supportive and constructive relationships with pupils, parents, carers and the wider community, and by contributing ideas and strategies. Will assist with the planning, delivery and evaluation of the curriculum and it's differentiation amongst pupils. Would be expected to:   * plan and implement teaching and learning activities to individuals and groups to undertake supervisory cover for classes as appropriate. * establish - supportive and constructive relationships with pupils, parents, carers and the wider community |

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| **Accountabilities / Responsibilities** |
| **Support for Pupils**   * To work collaboratively with the teacher in the planning, development, delivery and evaluation of the effectiveness of the curriculum for pupil(s) and to differentiate curriculum content according to the needs of pupil(s). * Specific responsibility for supporting deaf individuals in our SERF * To plan and implement specific programmes with individual pupils or groups appropriate to the developmental needs of individual children throughout different curriculum areas. * To be fully involved in the planning and development, of independent social and interpersonal skills and to undertake activities to support the personal, social and emotional needs of pupil(s). * To devise pupil's individual targets for their support plans and monitor and review these termly * To support pupils as part of a planned inclusion programme. * To develop positive relationships with pupils and staff to assist pupil progress and attainment. * To monitor and record pupil progress on a regular basis and to prepare reports as required * To liaise with outside agencies such as transport to ensure pupils’ needs are met * To deliver extra-curricular activities as part of the school SCAMPs programme * To assist in the specific medical/care needs of pupils when specific training has been undertaken.     **Support for the Teacher**   * To monitor individual pupils' progress and to report on pupils needs, achievements and concerns. * To assist in pupil supervision and the management of pupil behaviour. * To undertake classroom administrative tasks including the maintenance of records. * To provide ideas, resources and learning strategies for lessons * To liaise with parents, carers and outside agencies, where appropriate. * To undertake arrangements for out of school learning activities, for example, pupil work experience**.** * Undertake marking of pupils work and recording of achievement. * Administer tests and assist in the invigilation of exams**.** * Assist in the supervision of children on trips/visits.   **Support for the School**   * To assist in providing a purposeful, orderly and supportive environment for learning. * To support the promotion of positive relationships with parents, carers and outside agencies. * To attend staff training/meetings as appropriate. * To take care for their own and other people's health and safety. * To liaise with the School's appropriate person with regard to the ordering supplies and equipment * To be aware of the confidential nature of issues related to home/pupil/teacher/school work. * Assist in the supervision, training and development of other members of staff. * To undertake cover supervision for whole classes.   **Support for the Curriculum**   * To be familiar with the content of the school curriculum. * To assist in the delivery of appropriate programmes of work. * To support the use of ICT in learning activities |
| **General** |
| * To work within school policies and procedures * To contribute to the provision of an effective environment for learning * To attend skills training and participate in personal/performance development as required * To take care for their own and other people’s health and safety * To be aware of and respect the nature of issues * Other duties at the same responsibility level may be interchanged/added to at the discretion of the Headteacher |
| **Additional supporting information – specific to this post or postholder** |
| * Working pattern is flexible according to school needs * Willingness to undertake training to become a first aider |

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| Employees will be expected to comply with any reasonable request from a Leader or Manager to undertake work of a similar level that is not specified in this Job Description.  Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.  The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. |
| **This job description is current at the date below, but following consultation with you, may be amended by the Headteacher to reflect or anticipate changes in the job or needs of the school** |

**Date: 24.01.2025**