

THE CHERWELL SCHOOL

A Centre of Opportunity

English Faculty Teaching Assistant

Job Description

Responsible to: SENCo/Faculty Leader

Salary Scale: Grade 4

Working Time: 26 hours per week, Term Time only

Job Purpose:

Support for Students

- Working with a specific individual(s) or small groups
- Awareness of lesson objectives
- Differentiate work both for lower and higher ability students – examples of this are:-
 - Simplifying/extending vocabulary
 - explaining and interpreting work given by the teacher
 - suggesting ways of tackling the task
 - providing simplified/extended versions of work (needs advance planning with teacher)
 - Break down tasks into appropriate chunks
- Encourage students to start work; give initial help if necessary
- Work to boost the confidence of students and increase their independence
- Be aware of other, non-targeted, students who may be struggling/need extending but who are reluctant to ask for help
- Be a supportive listener when required and pass on relevant concerns to SENCo, Faculty Leader or Year Leader

For Specific Students

- Note-taking for lower ability– as help for homework or in class if speed is needed
- Highlighting key words, points, passages etc.
- Helping higher ability students to develop answers fully and understand high end assessment objectives
- Liaise/meet with outside agencies
- Scribing
- Writing homework in planners
- Assist with test/exam concessions e.g. reader, amanuensis, scribe
- To be involved in reviewing and monitoring of progress re - targets

Support for Teachers

- Assist teachers with differentiation for both lower and higher ability students – access required to departmental schemes of work, textbooks, advance copies of worksheets and lesson plans
- Discuss lesson content and objectives
- Work with small groups

- Keep students on task
- Support teaching staff with behaviour issues within the school behaviour policy
- Complete administrative work for the Learning Support Base

General Whole School Support

- Attend weekly TA morning briefings
- Inset and training as appropriate
- Read school bulletins/staffroom notices
- Check whiteboard daily

Notes:

- Whilst every effort had been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

The Cherwell School and the River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.

February 2018