

# **THE CHERWELL SCHOOL**

*A Centre of Opportunity*

## **Job Description: Science Faculty Teaching Assistant**

Responsible to: Assistant Headteacher (Inclusion)/SENCO

Salary Scale: Grade 4

Working Time: 26 hours per week, term time only

### **Job Purpose:**

#### **Support for Students**

- Supporting a specific individual(s) or small groups in lessons or one-to-one
- Awareness of lesson objectives
- Differentiate work both for lower and higher ability students, for example:
  - 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/cajole students to start work; give initial help if necessary
- Working for boost the confidence of students and increase their independence
- Know when to move away
- Be aware of other students in the class 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
- Don't do the work for them!

#### **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
- Liaising or meeting with outside agencies and attending review meetings for students
- Assisting with test/exam concessions e.g. as reader, scribe, etc.
- To be involved in reviewing and monitoring of progress
- Reading student profiles for all SEN students, and using the strategies suggested; being aware of the outcomes planned for these students and supporting the student in working towards achieving them

### **Support for Teachers**

- Ensure teachers (and pupils) know who you are (new TA or TA in a new context)
- Assist teachers with differentiation for both lower and higher ability students
- Discuss lesson content and objectives with teachers
- Following direction of teacher to support small groups of students
- Keep students on task
- Support teaching staff with behaviour issues within the school behaviour policy
- Complete administrative work for the Science Department as required

### **General Duties**

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

### Notes:

- While 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*