



The Oakwood
Academy

Job Description

Job Title:	Teaching Assistant
Location:	Oakwood Academy
Salary:	The Redhill Academy Trust Pay Scale, Band 7 £18,472 to £20,390 FTE
Hours of Work:	32.5 hrs per week, (TTO)
Responsible to:	SENCO
Post Objective:	To provide learning support to promote individual students' progress particularly in literacy and numeracy.

Main Duties and Responsibilities:

Classroom Support

- Plan and deliver small group, one-to-one tutoring or catch-up programmes.
- Assist classroom teachers in their work in ensuring that students with special education needs make good progress and participate in lessons.
- Encouraging acceptance and inclusion of the child with special needs and promoting individual students' self-esteem.
- Act as a Key Worker for some students with special educational needs by retaining an oversight of their progress and participation.
- To undertake break time and lunchtime duties as directed.
- Be aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate.
- Administer routine tests, act as a reader/scribe in examinations for any student with access requirements.
- To provide intimate/personal care for students if required.
- Ensure pupils receive regular and constructive feedback with regards to their progress.
- Assist with the supervision of pupils outside the classroom, including accompanying teaching staff on educational trips and visits.

Individual Support

- Work with provision staff in the planning and implementation of individual support programmes for named children or small groups.
- Meeting individual children or small groups to support them through withdrawal from classes or through meetings arranged at other times in the school day.
- To undertake individual support for students through internal and external exams.
- When required, liaise with outside agencies (e.g. health and education specialists) regarding individual pupil issues.

Resources/Administration

- Work with the SENCO and subject teachers to ensure that teaching and resources are adjusted in line with Individual Pen Portraits – helping prepare resources as necessary.
- Assume responsibility for the effective provision of before/after school drop-in sessions and catch up sessions.
- Observe, record and feedback information on student performance.
- Assisting in the development and maintenance of materials and equipment used in the provision – this may involve liaison with class teachers and specialist teachers.
- Assisting in keeping records of children's development.
- Contributing to written reports and reviews concerning individual pupils.
- Liaising with staff about the needs of individual children.
- Alongside a teacher, act as a co-tutor to a tutor group in the academy's vertical house system.
- Taking registers, delivering notices, offering pastoral support to tutees.
- Acting in line with the Academy's policies and procedures.
- Assist the teaching staff in the smooth transition between educational phases.

General

- Liaison with other departments and staff as necessary.
- Attendance at staff meetings and INSET activities where relevant.
- To uphold and actively support the academy's policies and procedures.
- Undertake any other duties which might be reasonably be regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.
- Manual handling if required – training will be provided.