

SECKFORD EDUCATION TRUST
SET IXWORTH SCHOOL JOB DESCRIPTION
TEACHING ASSISTANTS – Main School and Specialist Unit
PERMANENT, 33.33 HOURS PER WEEK, TERM-TIME + ONE WEEK

Line Managers job title:	SENCo
Salary:	Point 4-6 Of the Support Staff Scale FTE: £23,114 - £23,893 Pro rata: £18,071 - £19,018
Tenure:	Permanent
Contract type:	Term time plus one week
Hours per week:	33.33 hours per week

THE POST

Set Ixworth School seeks to appoint TEACHING ASSISTANTS to work across the Specialist Unit for Communication and Interaction and the main school.

Set Ixworth School is a member of the Seckford Education Trust (SET), led by the CEO.

On appointment, the successful candidate will be required to complete a six-month probationary period.

PERSON SPECIFICATION

The personal competencies expected of all School support staff are:

- The ability to communicate clearly and tactfully using appropriate methods and an awareness of the impact of your own communication on others;
- Able to maintain positive relationships with all and able to work as an effective and flexible part of a team; willing to change methods of work and routines to benefit the team;
- Willingness to accept responsibility for your own actions; the ability to prioritise effectively, meet deadlines and accept challenges.

The qualifications and previous experience required for a Teaching assistant are:

Essential

- Educated to GCSE level (good grades in English and Maths);
- Understanding of SEN code of practice and inclusive practice within a school setting;
- Experience of working with SEND and vulnerable students;
- Knowledge of school curriculum and the academic expectations of year groups;
- Experience of working in small group and on a 1:1 basis with students;
- Experience of administrative and reprographic tasks.

Desirable

- Level 2 national qualification or equivalent experience;
- Experience of work in a secondary school setting.

Skills and Attributes

Essential

- Ability to complete a range of administrative tasks;
- Excellent organisation skills;
- Able to follow teachers' instructions with commitment and efficiency;
- Ability to promote inclusive practice across the school;
- Explain tasks simply and clearly and foster independence;
- Able to maintain excellent records of the impact of their work on student progress;
- Ability to reflect and develop practice.

Personal/Professional Qualities

Essential

- Able to establish positive and respectful relationships with all students;
- Consistently high expectations of self and others;
- An effective team player; but able to think and work independently;
- High standards or integrity and approachability;
- Democratic, sensitive and displays a good sense of humour;
- Discrete, flexible and collaborative.

JOB SPECIFICATION

General Responsibilities

The post-holder will be required to comply with the Set Ixworth School Code of Conduct for Staff and Volunteers.

Set Ixworth School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post-holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The post-holder shall participate in the school's programme of Performance Management and Continuing Professional Development.

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

Specific Responsibilities

Classroom support:

- Providing direct support as agreed with the teacher and subject lead. This may include pre-tutoring support to ensure students have the necessary knowledge and familiarity with the resources, skills and concepts to be used in the lesson.
- Adapting resources and teaching materials as necessary so that students are able to access the key points of a lesson and achieve the objectives set for them.
- Supporting the student(s) in participating in class teaching activities, providing support to groups as appropriate to encourage independence and social interaction.
- Supporting the student(s)' understanding of any follow up tasks set by the teacher.
- Overseeing the student's work in practical activities where safety is a consideration.
- Establish good working relationships with students, acting as a role model and being aware of and responding appropriately to individual needs.
- Implementing specific strategies for managing the progress of identified students.
- Ensuring students are aware of their target levels/grades, and any individual targets they are set.
- Ensuring students have a record of any homework set.
- Supporting the use of ICT in learning activities and develop students' competence and independence in its use.
- Providing constructive feedback to the teacher on how students have responded to the lesson; work they find relatively easy and work they find more difficult.
- Supporting the teacher in establishing and maintaining an orderly learning environment, reporting difficulties as appropriate.

Outside the classroom:

- Delivering the agreed programmes under the guidance of the teacher, SENCO focussing on areas of communication and interaction, supporting with functional vision, language and literacy skills, personal, social and emotional development as required.
- Contributing to "target setting" for individual students, when requested.
- Encouraging students to evaluate their own progress and to take an active part in reviews of their progress, when appropriate.
- Encouraging other students to evaluate their own progress and to take an active part in reviews of their progress, when appropriate.
- Maintaining logs of identified students' daily progress.
- Supporting the use of technology to promote student's learning.
- Checking that any equipment used by the students is functioning properly.
- Developing skill in the use of specialist equipment used by students, including software applications.
- Taking steps to ensure any problems with equipment are dealt with as quickly as possible by informing the teacher/technician if there are any problems.
- Supporting the student(s) and staff in the use of technology, encouraging students to use the equipment independently.
- Providing support to enable the student(s) to have the opportunities to participate in all school activities, to make choices and take decisions for themselves.
- Observing new students express their feelings and emotions; relaying to others and feedback to the teacher and/or SENCo, recording any findings accurately.
- Attend professional development days and "twilight" training sessions.
- Attend and participate in staff meetings (during school day).
- Attend and contribute to, when asked, meetings related to individual students.
- Supervise and assist with lunch time clubs.
- Actively support the pastoral role of Form Tutor as a Co-Tutor, as delegated
- Undertake training for exam invigilation to support SEND students during assessment and examination periods

HOURS OF WORK

Paid weeks	Term Time plus one week (normally 39 weeks)
Hours per week	33.33 hours per week
Normal Working Pattern	Monday-Friday 8:20am – 15:30pm
Unpaid Breaks	30 minutes unpaid break daily
Holidays	Holiday pay entitlement is included in the pro rata salary for the post and there is no entitlement to take holidays during term-time.
CPD Days	Your working hours include the automatic requirement to work on published CPD days.
Overtime	Additional hours may be worked by mutual agreement with the line manager and claimed on a timesheet. Additional hours will be paid at the Employee's standard rate of pay.

REMUNERATION

Salary Details:

- Point 4-6 Of the Support Staff Scale
- FTE: £23,114 - £23,893 per annum
- Pro rata: £18,071 - £19,018 per annum, including an allowance for holiday pay

New post-holders will normally be appointed on the lower point of the salary scale.

MID-YEAR ADJUSTMENTS – TERM TIME/TERM TIME PLUS

Salary payments are averaged out over the 12 months of the Academic Year. If you begin employment with the Trust during the Academic Year, or you have changes made to your contract, a Mid-Year Adjustment calculation will be made. This is to ensure that employees are only paid for work they will do over the remaining months of the Academic Year. This is worked out based on working days of the term time calendar not an equal division of full months to be worked.

The post-holder will be auto enrolled to join the Trust's nominated pension scheme for support staff.

DRESS CODE

The post-holder will be expected to wear appropriate business attire. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify employees.

PRE-EMPLOYMENT CHECKS

Seckford Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff must be prepared to undergo several vetting checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.

REVIEW

The Job Description will be reviewed annually as part of Set Ixworth School's Performance Management programme.