



## Job Description

**Job Title:** Specialist Teaching Assistant

**Reporting to:** Inclusion Coordinator/Head of Department

**Grade:** 8

### **Overall Purpose of the Post:**

To work as part of a curriculum department to support maths, English, dyslexia, EAL and any other necessary intervention with students who require additional mentoring to achieve their GCSE and to work with other small groups and individual students across Key Stage 3 and Key Stage 4 as required.

### **Main Duties and Responsibilities**

- Take responsibility for a caseload of students inside and outside of the classroom during structured or unstructured time;
- To provide specialist knowledge for students with specific adaptation and equipment needs, advising, sourcing, ordering bespoke resources, creating leaflets and/or written information where necessary;
- Assess the needs of students and use detailed knowledge and specialist skills to support students' educational progress and attainment
- Liaise sensitively and effectively with parents and carers with regards to their role in students' educational and life skills progress , ensuring confidentiality is respected;
- Deliver intervention programs to individuals and small groups, preparing relevant and appropriate learning experiences in conjunction with the department staff;
- Discuss reasons for underperformance with students, through interview;
- Liaise regularly with the Head of Department and teachers to inform them of progress and provide relevant feedback;
- Track and monitor student life skill targets and/or EHCP outcomes, discussing progress with parents, students, staff and external agencies and agreeing new targets/EHCP outcomes at Interim Reviews;
- Provide case studies, pen portraits/case studies and reports for students to evidence impact of the support you have provided;
- Complete student risk assessments, individual health care plans and personal emergency evacuation plans where necessary;
- Lead Person Centred Reviews/EHCP Reviews for the students within your caseload where necessary;
- Support exam revision sessions as required;

- Administer routine assessment tests, provide approved examination/test support, to accommodate student needs for exam access arrangements;
- To attend curriculum and departmental meetings, academy briefings and CPD as required
- Undertake training where appropriate
- To provide assistance and cover to the Bridge, PLC, VMG, detentions and consequences as necessary;
- To collect work from teaching staff to enable a full bank of resources for students to access the full curriculum, returning to teachers where appropriate;
- Facilitate smooth transition between educational phases, managing student assessments to determine levels and managing appropriate interventions;

### **Additional Responsibilities**

- Deal with any immediate problems or emergencies according to the academy's policies and procedures;
- Respect confidential issues linked to home/students/teacher/academy work following the Trust's Data Protection and Freedom of Information Policy;
- Fire Marshall duties in the case of fire and/or emergency evacuation where applicable;
- To comply with the academy's Child Safeguarding Procedures, including regular liaison with the academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the academy policies and procedures at all times;
- To cover various duties in the event of sickness or absence, under the direction of the Inclusion Co-ordinator, to enable a continuation of business need and statutory compliance on behalf of the students;
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

### **Personal Contacts:**

**External:** Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

**Internal:** Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.