



Elizabeth Woodville School

Job Description



Role:	Teaching Assistant
Responsible to:	Assistant Headteacher
Based at:	Elizabeth Woodville School
Hours:	32.5 hours per week, 39 weeks per year;
Grade:	Grade D, points 3 to 4

Job Context

To support pupils who have a variety of special education needs, including both learning and behavioural difficulties. This support will mainly be provided in full classes and may involve the withdrawal of pupils to follow specific learning programmes.

Key Responsibilities

1. To provide educational support for pupils on the Special Needs Register to enable them to access the curriculum.
2. To help SEN pupils to develop independent learning skills.
3. To assist class teachers in the preparation of differentiated teaching materials.
4. Support students with emotional or behavioural problems and help develop their social skills.
5. To monitor and record pupil progress.
5. To assist in the preparation of reports for reviews of pupil progress.
6. To attend review meetings as requested.
7. To attend appropriate departmental meetings, training courses etc
8. Work with other professionals, such as speech therapists and occupational therapists, as necessary.

OTHER DUTIES

You are required to carry out the duties as set out in the Job Description and any other duties as reasonably required by the Principal and consistent with the overall level, nature and grading of the post.

Tove Learning Trust expects its employees to work flexibly within the framework of the job description. This means the post holder may be expected to carry out work that is not specified in the job description but which is within the remit of the role, duties and responsibilities.

Tove Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff & visitors to share this commitment.

Job Title: Teaching Assistant - Person Specification	Essential	Desirable
Education and Qualifications		
Good standard of literacy and numeracy	√	
Basic computer skills	√	
GCSE Grade 4 or equivalent in Maths and English	√	
Evidence of lifelong learning		√
Be First Aid trained or be willing to undertake first aid training		√
Experience		
Experience of working with young people in a paid or voluntary capacity	√	
Experience with age 11-16 students		√
Understanding of self-esteem issues in young people		√
Experience/interest in working with students on the autistic spectrum.		√
Knowledge and Skills		
Resilient, cheerful, patient and flexible character	√	
Understanding of confidentiality	√	
Good communication skills	√	
Professional appearance and approach	√	
Open to training on a variety of special needs		√
Able to work in a team		√
Personal Attributes		
Work in accordance with the Trust's values and behaviours	√	
Sound judgement and decision maker – confident in using own initiative	√	
Eligible to live and work in the UK	√	
Willing to work flexibly in accordance with policies and procedure to meet the operational needs of the Trust	√	
A commitment to continuing personal development and training	√	
A commitment to safeguarding and promoting welfare of children and young people	√	