



CUNDALL MANOR SCHOOL

Teaching Assistant

May 2023

Job Title:	Teaching Assistant
Job Purpose:	<p>To work under the instruction of the SENCO to support the delivery of quality learning and teaching of pupils with special educational needs both in the classroom and on a one to one basis. To undertake specified work with individuals, groups and whole classes under the direction and supervision of a qualified teacher.</p> <p>To encourage the participation of pupils in the social and academic processes of the school, and enable pupils to become more independent learners. To undertake work/care/support programmes to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom.</p>
Accountable to:	Head of Learning Support.
Accountable for:	Supporting our pupils to enable them to access a full learning experience at Cundall Manor School.
Liaising with:	Headmaster, SLT, Teaching staff, Heads of Department and Learning Support colleagues
General responsibilities:	<ul style="list-style-type: none">• To supportively and sensitively encourage our pupil to achieve their best.• To monitor and follow up on the pupil progress with teachers.• Work within the classroom to support the learning needs of the pupil including Maths and English support and to develop independence and confidence.• To provide reading and writing support where required in lessons and examinations.• Provide targeted 1:1 interventions as required• To prompt the pupil when required, to ensure they are able to fully engage in all activities• To support the pupil in completing tasks and targeted work• To work with the Teaching Staff to ensure lesson content is accessible for the pupil that is supported – this may involve creating specific resources to facilitate this.• To complete targets as identified in their Education Health Care Plan

Management Information	<ul style="list-style-type: none"> • To maintain appropriate records and to provide relevant accurate and up-to-date information for Engage (MIS). • To complete the relevant documentation to assist in the tracking of pupils. • To analyse pupil progress, ensuring that the information is used to inform support.
Communications	<ul style="list-style-type: none"> • To communicate effectively and appropriately with parents. • To communicate effectively and appropriately with teachers and Heads of Department. • To communicate effectively and appropriately with persons or agencies outside the school. • To follow agreed policies for communications in the school.
Marketing and Liaison	<ul style="list-style-type: none"> • To take part in marketing and liaison activities such as Open Events and other liaison events.
Pastoral System	<ul style="list-style-type: none"> • To promote the general progress and well-being of individual pupils within the school as a whole. • Specifically ensure the well-being of the pupil to be supported.
Monitoring and Intervention	<ul style="list-style-type: none"> • To communicate appropriately with the appropriate CMS staff, parents, persons or bodies outside the school that are concerned with the welfare of individual pupils. • To apply appropriate Behaviour Management systems so that effective learning can take place.
Other Specific Duties:	
<p>To play a full part in the life of the school, including Boarding Duties, Saturday Activities and Enrichments, and to encourage staff and pupils to follow this example.</p> <p>To actively promote the school's policies.</p> <p>To comply with the school's Health and Safety policy, undertaking risk assessments as appropriate.</p> <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>Employees will be expected to comply with any reasonable request to undertake work of a similar level that is not specified in this job description.</p> <p>The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p>	

Person Specification

Criteria	Essential		Desirable	
Experience	To be able to demonstrate an understanding of Special Educational Needs, specifically Dyslexia.	A	To have a working knowledge of G Suite (Google Classroom / Google Drive).	A
	To be ICT literate; making appropriate use of IT as an integrated teaching and management tool.	A	Understanding and experience of strategies and interventions used to successfully raise achievement and motivation.	A
	To have knowledge of, and confidence in, the use of pupil performance data.	A,I	A desire for career development and the opportunity to extend the capabilities of the Department.	A,I
	To have a good knowledge of current educational issues and initiatives.	A,I	A commitment to celebrating pupils' achievements, skills and talents as well as an ability to tackle problems effectively.	A,I
	Willingness to participate in extracurricular activities; including participation and/or organisation of school trips.	A,I,		
	To be able to work with other adults including outside agencies.	A,I		
	To display enthusiasm and an ambitious vision for education.	I,L		
	To display a commitment to safeguarding.	I		
	To be able to gain the confidence of, and have excellent working relationships with both colleagues and pupils.	I,L		
	To be self-reflective, with the desire and ability to improve own performance.	A,I		
	To be motivated to keep our curriculum up to date, relevant and exciting.	A,I		
	Have previous experience working with children	A, I		
To be able to effectively work as a member of a team.	A,I			

Personal Qualities	To model the school's values and ethos.	A,I	To have high personal standards – timing, conduct and presentation.	I
	To demonstrate the ability to create a safe, supportive and stimulating learning environment.	A,I		
	To demonstrate excellent written and oral communication skills.	A,I		
	To be caring, patient, friendly, adaptable and hardworking.	A, I		
	To be confident in your ability and work with initiative.	A,I		

Assessment Method

A= Application Form

I = Interview