



Job description for:

TEACHING ASSISTANT

Salary: Depending on level of experience

Grade 4 – Grade 5 pro rata

Hours: Term time only: 8.50am-3.30pm (30 hours a week)

Reporting to: Special Educational Needs Co-ordinator

Langtree School is a small secondary school in Oxfordshire, with a current roll of over 600 fantastic students. Our small size is our greatest strength as we are a community in which students are known and valued as individuals and in which they can thrive with the close support of a dedicated team of subject specialist teachers. Many parents choose Langtree for this reason, and we remain heavily oversubscribed for places in Key Stage 3.

The Role

To work as part of the learning support team supporting students with special needs in mainstream classes. To sometimes work with small groups and individuals who may have been withdrawn from classes.

Work in partnership

The Special Needs Co-ordinator (SENCO) is the line manager, and the TA may work with and receive instructions from a number of staff members, e.g. SENCO, curriculum team leader, class teacher, outside agency.

Responsibilities

To support and reinforce teacher instructions, modifying where appropriate to aid understanding.
To pass on information regarding pupil difficulties – physical, emotional, learning and social.
To enhance communications between teacher and SENCO.
To help teacher devise targets for pupils when requested.
To prepare materials as appropriate, with guidance from teachers.
To attend learning support team weekly meetings.

To attend learning support team meetings and relevant inset training.
To assist with the administration in the department, as directed by the SENCO.

Duties in relation to pupils

To develop an understanding of the special needs of the student(s) concerned.
To have access to all relevant information that sheds light on pupil needs, including assessment, and to review material.
To take into account the student's individual special needs and facilitate access to the lesson and its content, through appropriate clarification, explanations, equipment, and materials.
To take/give advice where appropriate regarding the modification of work.
To help student's record work in an appropriate way, including recording homework.
To help students develop study and organisational skills.
To help keep students on task and to build motivation.
To help reinforce learning.
To help build the student's confidence.
To encourage the integration of the student into the class, if necessary.
To maintain a positive attitude.

The Salary

The post is term time only. The salary depends on the person's experience and qualifications. Part time posts are paid pro rata and the total salary is averaged over the 12 months, thus giving the person a regular monthly income.

The attributes of the ideal candidate

When appointing people to TA posts we look for people who have a sound educational background that enables them to support students. Well developed "people skills" are essential as the post holder will be working in cooperation with a number of different students and staff. A strong, caring approach to students is also important, as is a willingness to be flexible.