



## Impington Village College Job Description

<b>Post Holder:</b>	
<b>Post Title:</b>	Level 1 Teaching Assistant
<b>Post Purpose:</b>	<p>Teaching Assistants are appointed to work with students as part of Special Needs Team under the direction of the SENCO. Teaching Assistants work is primarily to:</p> <ul style="list-style-type: none"> <li>• foster the participation of students in the school and academic processes of the college</li> <li>• seek to enable student to become more independent learners</li> <li>• help to raise standards of achievement for all student</li> <li>• To be responsible for safeguarding and promoting the welfare of students and to ensure that teaching and learning takes place in a safe environment.</li> </ul>
<b>Reporting to:</b>	SENCO
<b>Working Time:</b>	Full Time, Term Time Only plus 5 days (1 week) training days
<b>Place of Work:</b>	Your principal place of work will be Impington Village College but you may be required to work at other schools and sites within ELA trust by mutual agreement
<b>Salary/Grade:</b>	TA Level 1 Point 1-3
<b>Disclosure Level:</b>	Enhanced DBS + Barred List Check

### Principal Accountabilities:

#### Support for Students

- supervise small groups to follow a programme of study as required.
- Regulation/Social Skills sessions for small groups of SEND students
- provide specialist care and support (SEN knowledge and experience) to students with significant, long-term special needs.
- establish and maintain supportive relationships with individual students, small groups and parents/carers to ensure they understand and can achieve tasks.
- liaise directly with specialist services on behalf of individual students by agreement with the Co-ordinator for Whole College Learning.
- encourage and promote inclusion in the classroom, ensuring all students feel involved with tasks and activities.

#### Support for Teacher

- keep accurate, up-to-date Support Notes clearly reflecting targeted support for student; curriculum and specialist agency liaison.
- contribute to reports on student progress and development against National Curriculum descriptors.
- contribute to the development of IEPs.
- contribute to the planning and evaluation of work plans for individual students and groups.
- provide feedback on learning activities and contribute to college review and development planning.
- organise the learning environment and develop appropriate classroom resources as required.
- contribute to behaviour management within the school and take charge of situations to allow the teacher to work with the rest of the class.

### **Support for the Curriculum**

- enable students to develop their literacy and numeracy skills to improve attainment in all curriculum areas.
- provide additional tuition for students who need extra support with ICT, literacy or numeracy.
- provide targeted support to enhance learning and improve attainment.

### **Support for the School**

- develop and maintain effective working relationships with other staff.
- contribute to the maintenance of a safe and healthy environment.
- attend and actively participate in staff meetings..

### **Trust Ethos**

To play a full part in the life of the ELA Trust and College community, to support its distinctive vision and ethos and to encourage staff and students to follow this example.

To support the Trust in meeting its legal requirements for worship.

To promote actively the Trust's corporate policies.

To comply with the Trust's Health and Safety policy and undertake risk assessments as appropriate.

### **Safeguarding**

To be aware of safeguarding and promoting the welfare of children and vulnerable adults and to report any concerns in accordance with the Trust's Safeguarding/Child Protection policies.

To undertake regular safeguarding/child protection/prevent training, adult protection training as required by the Trust.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder may be required to carry out any other duties as directed, the responsibility level of any other duties not exceeding those outlined above.

The Trust 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.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements, which are commensurate with the job title and grade.