**JOB DESCRIPTION**

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| **School** | **St Clement’s High School part of West Norfolk Academies Trust** |
| **Job Title** | **Intervention Teaching Assistant** |
| **Grade** | **Scale D, Pt 5-6, £10.19-£10.39/hour. Approx £4,981 - £5,080/per year (£19,650-£20,043/year FTE based on a 37-hour week)**  |
| **Hours/weeks** | **11 hours (2 days)/week, 39 weeks/year (term time +1)** **Temporary Contract until 31 August 2023** |
| **Responsible to** | **School Asst Trust SENCO** |
| **Working With** | **Designated pupil/pupils****SENCO****SEN Team****Year Teams****Subject Teachers** |

**Purpose of the Job**

To plan, deliver and resource interventions, and assess and report on the interventions, ensuring high impact on pupil progress and enabling pupils to achieve their potential.

**Responsi**

**Responsibilities**

**Note:** In the context of this Job Description, pupils with special educational needs are deemed to include:

* Pupils on the School’s Special Educational Needs Register;
* Pupils with identified specific learning difficulties;
* Pupils with identified behavioural problems;
* ‘Looked After’ pupils;
* Pupils whose first language is other than English;
* Pupils eligible for free school meals;
* Pupils belonging to ethnic minorities;
* Pupils of Romany, Gipsy or Traveller families;
* Any other pupil identified by the school SENCO.

Supporting the Pupil

* Identify and adopt the most effective teaching approaches for those pupils with special educational needs;
* Monitor teaching and learning activities to meet the needs of pupils with special educational needs;
* Identify and teach study skills that will develop pupils' ability to work independently;
* Liaise with SEN TA Team to ensure continuity of support and learning when integrating pupils with special educational needs back in to class.
* Encourage and promote the inclusion and acceptance of all pupils
* Develop and implement Learning Profiles
* Provide feedback to pupils and SENCO in relation to progress and achievement
* Promote and safeguard the welfare of all children and young people with whom contact is made in a professional context (within or outside of the Academy)
* Set targets for raising achievement among pupils with special educational needs;
* Collect and interpret specialist assessment data;
* Contribute to the annual reviews of pupils with EHCPs
* Support the aims and ethos of the School;
* Set a good example in terms of dress, punctuality and attendance;
* Attend and participate in open evenings and pupil performances;
* Uphold the school's behaviour code and uniform regulations;
* Participate in staff training;
* Attend team and staff meetings;

Supporting the Teacher

* Monitor and evaluate pupils’ responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
* Provide detailed and regular feedback to the teacher on pupil achievement, progress and other matters, e.g. Learning Profiles
* Contribute to behaviour management within the school and take charge of situations

**Job context and flexibility**

The duties and responsibilities listed in this job description provide a summary of the main aspects of the role. This is not an exhaustive list and the post holder may be required to carry out other tasks, as deemed appropriate to the grade and nature of the post.

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Headteacher to reflect or anticipate changes in the post commensurate with the grade or job title.

Due to the routine of the school, the workload may not be evenly spread throughout the year. Flexibility of hours, and a flexible attitude and willingness to assist others in the team, when required is necessary.

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all children and young people.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced DBS (Disclosure and Barring Service) check.

**PERSON SPECIFICATION**

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| **Qualifications** | **Essential** | **Desirable** | **How assessed** |
| Level 2 English | **🗸** |  | Appl/Int |
| Level 2 Maths | **🗸** |  |
| Level 2 IT qualification |  | **🗸** |

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| **Experience** | **Essential** | **Desirable** | **How assessed** |
| Experience of working with young people  | **🗸** |  | Appl/Int/Ref |
| Experience of working in a team | **🗸** |  |
| Experience of effectively communicating with customers/clients |  | **🗸** |

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| **Skills, Attributes and Knowledge** | **Essential** | **Desirable** | **How assessed** |
| Experience of developing Literacy and Numeracy | **🗸** |  | Appl/Int |
| Demonstrate specific skills and qualities required to support named individual student | **🗸** |  |
| Skills and knowledge to deal with student safety and behaviour | **🗸** |  |
| Ability to work with teacher to plan lessons | **🗸** |  |
| Commitment to continued personal development | **🗸** |  |
| Assimilate information quickly and prepare succinct summaries |  | **🗸** |
| Ability to work effectively under pressure | **🗸** |  |
| Demonstrate a commitment to equal opportunities | **🗸** |  |
| Ability to adapt resources to meet individual student needs | **🗸** |  |
| Ability to focus on standards and the belief that all students can succeed given the right opportunity and support | **🗸** |  |

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| **Personal qualities** | **Essential** | **Desirable** | **How assessed** |
| Positive attitude to work | **🗸** |  | Appl/Int/Ref |
| Ambition for self and others | **🗸** |  |
| Genuine concern for others  | **🗸** |  |
| Decisive, determined and self-confident | **🗸** |  |
| Integrity, trustworthy, honest and open | **🗸** |  |
| Accessible and approachable | **🗸** |  |
| Excellent interpersonal skills | **🗸** |  |

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| Appl = Application form | Int = Interview | Ref = Reference |