



## Twyford Church Of England Academies Trust

"I have come that you might have life &  
have it to the full" John 10 v10

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Twyford CE High School | William Perkin CE High School | Ealing Fields High School | Ada Lovelace CE High School

### Job Description

|                                    |  |
|------------------------------------|--|
| <b>Job Title:</b>                  | <b>Teaching Assistant</b>  |
| <b>Grade:</b>                      | Teaching Assistant Grade 5 – Grade 6<br>Grade commensurate with experience - please see page 4 |
| <b>Line Manager:</b>               | <b>Trust SENCO / Head of ARC / Inclusion &amp; Intervention Manager</b>                        |
| <b>Supervisory Responsibility:</b> | None   |
| <b>Hours:</b>                      | <i>Up to 35 hrs per week; Term time (39 wks (195 days)/yr)</i>                                 |

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### Main purpose of the job

1. To support the Trust SENCO / Head of ARC / Head of Inclusion in the raised achievement of targeted groups of students
2. To deliver literacy or numeracy core elective / nurture lessons
3. To support the KS3 and KS4 in-class curriculum
4. To ensure effective communication between Learning & Inclusion, ARC and other stakeholders
5. To be the lead TA for up to 6 students & share good practice
6. To support students 1:1 or in small groups
7. To assist with healthcare, first aid and personal needs, as necessary
8. General responsibilities for the ARC / Learning & Inclusion team

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### Main responsibilities and tasks

- 1. To support the Trust SENCO / Head of ARC / Inclusion & Intervention Manager in the raised achievement of targeted groups of students**
  - To support pupils identified as 'red alert' and/or with special educational needs through the delivery of specific learning programmes, and to contribute to setting Individual Education Plan (IEP) targets and reviews.
  - To offer to support Study Club/homework club after school (until 4.45) one or two days each week.
  - To be available to support the students use of break time, including a 30 mins duty at lunchtime.
  - To undertake routine reading & spelling assessments & mark them.
- 2. To deliver literacy or numeracy core elective / nurture lessons**
  - To assist with the delivery of Nurture or Set 9, literacy or numeracy as required
  - To ensure registers are taken & report attendance issues
  - To ensure high standards of conduct in all Set 9/Nurture lessons
  - To ensure any materials developed are filed on the M Drive/Copia and resources made available.

- To monitor student progress termly, provide feedback to pupils, and ensure reports are written as requested by the Trust SENCO/Head of the ARC/Inclusion & Intervention Manager.
- 3. To support the KS3 and KS4 in-class curriculum**
    - To support the Lead teacher either by supporting in-class or by producing relevant resources.
  - 4. To ensure effective communication between Learning & Inclusion, ARC and other stakeholders**
    - To ensure effective communication, and attend departmental meetings as required by all Departments.
    - To contribute to meetings concerning individual students following discussion with the Trust SENCO, Head of ARC, class/subject teacher, etc.
  - 5. To be the lead TA for up to 6 students & share good practice**
    - To be the lead TA for up to 6 students.
    - To offer one wider learning experience to vulnerable students (this could be Study Club) and one lunch club.
    - To oversee relevant games and resources used in the lunchtime session, and ensure other TAs have resources ready and available to support their work with these groups.
    - To complete quarterly assessments to monitor progress & implement interventions as required.
  - 6. To support students 1:1 or in small groups**
    - To develop literacy and numeracy skills using materials provided by the teacher
    - To support students to develop study & organisational skills
    - To support with re-drafting or proof reading a piece of work that a student has completed
    - To support students to catch up work
    - To act as reader, scribe or invigilator for students taking exams in the Learning & Inclusion area/ARC
  - 7. To assist with healthcare, first aid and personal needs, as necessary**
    - To promote independence within school, assist with personal care, physical & medical conditions, as necessary.
    - To ensure that specialist equipment allocated to students is used appropriately and kept in working order (e.g. hearing/visual aids, magnifiers & laptop computers)
    - To reassure and encourage students appropriately, especially in cases where the student is suffering from anxiety/low self-esteem.
  - 8. General responsibilities for the ARC / Learning & Inclusion Team**
    - *To actively support the work of the team, participate in (and allocate time to) various activities (within the total hours) to enhance students' opportunities (e.g. visits & outings, events)*
    - To be aware of & comply with policies & procedures relating to child protection, health & safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
    - To participate in personal development, including training, other learning activities and routine 1:1's and reviews, as required.
    - To undertake routine administrative tasks.
    - To undertake broadly similar duties, commensurate with the level of the post, as directed by the Trust SENCO, Head of ARC or the Headteacher.
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### **Key measures of success**

- Achievement in core subjects is raised across the cohort of SEN students.
- Value added results are achieved for individually targeted SEN students.

## Signatures

Signature of Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Post Holder: \_\_\_\_\_ Date: \_\_\_\_\_

## Person Spec

| Education and Qualifications   | Essential | Desirable |
|--|-----------|-----------|
| GCSE passes at 'C' grade or higher in English and Maths, or equivalent NVQ level 2 | ✓         |           |
| A Levels   | ✓         |           |
| University degree  |           | ✓         |

| Knowledge and Experience   | Essential | Desirable |
|--|-----------|-----------|
| Proficient ICT skills  | ✓         |           |
| Intermediate or advanced MS Office user  |           | ✓         |
| The ability to write cogently and fluently with correct spelling and punctuation | ✓         |           |
| Awareness and understanding of safeguarding                                      | ✓         |           |
| First Aid qualification  |           | ✓         |
| Experience of delivering First Aid   |           | ✓         |
| Experience of working within a school environment                                |           | ✓         |

| Personal Qualities   | Essential | Desirable |
|--|-----------|-----------|
| Professional attitude and approach to work   | ✓         |           |
| Willingness and ability to manage own time and take full responsibility for work               | ✓         |           |
| Ability to organise, plan and prioritise work, paying attention to detail                      | ✓         |           |
| Enthusiasm for working with staff and students   | ✓         |           |
| Ability to communicate clearly and effectively with different audiences, orally and in writing | ✓         |           |
| Able to demonstrate discretion, confidentiality and commitment                                 | ✓         |           |
| Patience, kindness, flexibility, good humour and the ability to work as part of a team         | ✓         |           |
| Excellent attendance and punctuality   | ✓         |           |

## Key Terms and Conditions

### Pay:

Grade commensurate with experience. Salary is pro-rated for term-time only (pay is for 46 weeks: 39 term time week + 7 weeks annual leave entitlement). The pro-rated salary is paid in 12 equal monthly payments across the year.

The Full Time Equivalent salary for Grade 5 points 12 - 15 is £24,603 - £25,950

The **pro rata salary for term time only** (35 hours per week) is £21,764 - £22,955

The Full Time Equivalent salary for Grade 6 points 18 - 20 is £27,389 - £28,356

The **pro rata salary for term time only** (35 hours per week) is £24,228 - £25,084

The salary will also be dependent on the number of hours per week, and a further pro rata calculation is made for a working week of less than 35 hours.

Starting salary is on the lowest scale point in the grade; increments are then paid to staff with more than 6 months service in April of each year until the highest scale point in the grade is reached. Payment is by bank transfer on or by 26<sup>th</sup> of each calendar month.

### Hours of work:

Hours per week as agreed (up to 35), term-time only.

**Term-time only:** this is a 39 week (195 days)/year contract. This includes between 190-195 teaching days, with any additional days (up to 195) to be worked as directed by, and discussed with, the SENCO, Head of ARC or Learning & Inclusion Manager.

### Pension Scheme:

You will be entitled to join the Local Government Pension Scheme. Details of the scheme are found here: [www.lgps.org.uk](http://www.lgps.org.uk)

*The Twyford Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undergo the child protection screening appropriate to the post, including an enhanced disclosure from the DBS (Disclosure and Barring Service) and references from previous employers. For more information about the DBS please see <https://www.gov.uk/disclosure-barring-service-check>*

*You will also be expected to sign and adhere to the school's SAFEGUARDING CHILDREN & YOUNG PEOPLE and SAFE WORKING PRACTICE AGREEMENT which is available as a download on the school website Vacancies page.*