**Great Oaks Small School**

Great Oaks is an equal opportunities employer and is **committed to safeguarding and promoting the welfare of children and young people** and expects all staff and volunteers to share this commitment. Safe recruitment checks will be carried out in accordance to statutory requirements for the successful candidate.

All applicants are required to fully complete the application form.  CVs are not required.  Please enclose full contact details of two referees including email addresses.  These must be recent.  Usually one will be a current employer who can comment on your suitability to work with children.  If this is not possible it can be a previous employer.  We will ask for references from all candidates who are shortlisted.  If an appointment is made, this will be subject to both references being received.  We may contact any previous employer listed on your form to clarify any information.

Shortlisting will be based on the applicant's suitability for the post linked to the job description and person specification.  Please make sure your application matches these requirements.   Your standard of English and attention to detail will be taken into consideration when we view your application form.

**Job Description**

**Post:** Full Time Teaching Assistant

**Responsible to:** Teacher, Senior Leaders, Head Teacher

**Salary:** To be discussed following an offer of employment

**Hours of work:** 8 am – 4 pm - 36 weeks per year plus 5 Development Days

**Role:** To support the academic and behavioural aspects of a student’s development within a class or pastoral environment under the direction of a teacher or other appropriate member of the education team. The Teaching Assistant will participate in recording, monitoring and evaluating plans, strategies and support needs to ensure progress. You will have a range of knowledge regarding current strategies to support students with autism, Social and Communication difficulties, SpLD, Dyslexia, Dyscalculia and Dyspraxia, with or without high anxieties.

**Duties:** This job description describes the normal duties which the post holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

**Qualifications:** English and math GCSE grade C or above. A Teaching Assistant qualification would be desirable.

1. **Teaching & Learning**
   1. To plan and provide interventions for students (according to their specific needs) and report on their progress.
   2. Assist in the educational, social, emotional and behavioural development of students under the direction and guidance of Senior Leadership Team (SLT).
   3. Assist the teacher/SLT in delivering teaching and learning on a lesson-by-lesson basis as directed.
   4. Undertake specific instruction as designated i.e. one to one or small group basis to assist student recovery to expected levels in literacy and numeracy skills.
   5. Provide support for individual students inside and outside the classroom to enable them to fully participate in learning.
   6. To assess previously absent students to ensure continuity of learning on return to class/school.
   7. Work within a multi-disciplinary team to support student outcomes.
   8. Assist teachers with all aspects of teaching and learning including maintaining student records.
2. **Administrative Duties**
   1. Prepare and present working walls and displays of student work.
   2. Complete written incident reports, when required.
   3. Support teachers in photocopying and other tasks in order to support teaching and learning.
3. **Standards and Quality Assurance**
   1. Support the aims and ethos of Great Oaks Small School as outlined in the school’s Mission Statement, ‘To enable students to achieve their full potential through person centred learning within a safe, productive environment’.
   2. Set a good example in terms of dress, punctuality and attendance.
   3. Attend all team and staff meetings and all training offered to you.
   4. Undertake professional duties that may be reasonably assigned by SLT or the Head Teacher.
   5. Be proactive in matters relating to health and safety.
   6. Undertake other reasonable duties from time to time as the Head Teacher/SLT require.
   7. Undertake break and lunch duties as timetabled.
4. **Health & Safety** 
   1. You must be prepared to be responsible for the implementation of, and compliance with, the provisions of legislation relating to the health & Safety of such employees and areas of the work place as fall under your direct control and for complying with legalisation relating to such works and contracts within your direct responsibility.
5. **Equal Opportunities**
   1. To contribute to the development, establishment and implementation of clear Equal Opportunities objectives for the service which promote equity for all service users and members of staff and formulate equality targets and performance measures for both employment and service delivery.
   2. To promote a positive approach to all potential and existing service users and ensure that services under the posts control reflect this approach.

The duties outlined in this job description are not exhaustive and may change from time to time due to the changing nature of the working environment. You are expected to carry out all appropriate tasks necessary to meet the needs of the school.