



## DOVER GRAMMAR SCHOOL FOR BOYS

### Job Description for Teaching Assistant (TA)

All job descriptions are current at the date shown, but following consultation with you, may be changed to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The School 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.

#### Job Outline

Post	Teaching Assistant
Core Purpose	<ul style="list-style-type: none"><li>To provide support to learning for students in KS3 &amp; KS4</li><li>Experience of working with students with neurodiversity would be beneficial but not compulsory</li><li>To enable children and young people with SEND to participate in learning activities in and out of the classroom and implement structured learning programmes</li></ul>
Contract Type	<ul style="list-style-type: none"><li>Permanent</li><li>KR 3 (£23,337 FTE, £19,731 pro rata actual amount)</li></ul>
Hours	<ul style="list-style-type: none"><li>38 weeks a year, 37 hours a week</li><li>Normal working hours are Monday to Thursday 8am to 4pm, Friday 8am to 3.30pm, with a 30-minute unpaid lunch break each day</li></ul>
Line Management	<ul style="list-style-type: none"><li>SENCo</li></ul>

#### Main Responsibilities

Key Relationships	<ul style="list-style-type: none"><li>The post is line managed by the SENCo</li><li>The role involves regular liaison with other teaching and support staff in school, parents and families</li><li>The post holder will develop effective working relationships with key external agencies including the Specialist Teaching Service</li></ul>
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<b>General Responsibilities</b>	<ul style="list-style-type: none"> <li>• In conjunction with the Headteacher and/or with other team members, to ensure appropriate support exists for special needs pupils within a Grammar school setting</li> <li>• In consultation with the teaching staff and using guidelines provided by specialist support services, assist in the implementation of special programmes</li> <li>• In conjunction with other team members as part of the developmental programme of the children, to assist with the social skills training where appropriate</li> <li>• To provide in-class support for students as directed by the SENCo</li> <li>• To provide general care and supervision of children during the school day</li> <li>• To advise teachers on appropriate strategies to support students with specific learning needs</li> <li>• To attend and contribute to meetings with colleagues and/ or parents</li> <li>• To contribute to the monitoring and effectiveness of Quality First Teaching</li> <li>• To offer support to small groups/individuals during non-contact time</li> <li>• To contribute to the smooth running of the Learning Support Department by keeping up-to-date records, tracking progress of students and liaising with colleagues as needed</li> <li>• To support the wellbeing of students, including resolving the behavioural and emotional difficulties faced by young people</li> <li>• To participate in the implementation of programmes set by various professionals</li> <li>• To provide advice and guidance to staff relating to specific pupils</li> <li>• To contribute to regular review meetings</li> <li>• To provide a range of clerical and administrative support to the SENCo</li> <li>• To take part in regular in-service training and to take responsibility for the ongoing development of professional skills and knowledge</li> <li>• To accompany teaching staff on trips and school activities and take responsibility for a named student / group under the general supervision of a teacher</li> <li>• To undertake additional duties that are commensurate with the level of responsibility of the post, as directed by the SENCo and/or Headteacher</li> <li>• To be aware of and to comply with policies and procedures, and to report concerns to an appropriate person in respect of all school policies including Equal Opportunities, Child Protection, Health and Safety, Confidentiality and Data Protection</li> <li>• To carry out any reasonable duties within the overall function commensurate with the grading and level of responsibility of the job.</li> </ul>
<b>Liaising With:</b>	Headteacher, Senior Leadership group, Extended Leadership group, Subject Leaders and relevant teaching and support staff, parents, and outside agencies as required.
<b>Disclosure Level:</b>	Enhanced

