

Job Outline

Graduate Teaching Assistant

Responsible to:	SENCo
Salary Grade:	LGS Scale 3, Scale Point 5
Full Time:	32.5 hours per week (8.30am–3.30pm), 38 weeks per year + 1 non-pupil day. The stated hours include one half an hour unpaid break.

The Colne Community School and College is an expanding school looking to recruit a dedicated Graduate Teaching Assistant to support the education and welfare of our SEND students. We have a dedicated SEND Team which works closely with our students and families to provide high quality support for our students with additional needs.

Job Purpose

- To support students across the ability range including high ability students and those with a special educational need, and to ensure the safety and well-being of students at all times.
- Work closely with students in lessons and in small groups to support and challenge them to make great progress.
- Work closely with teachers to support students to develop confidence in their subject knowledge and skills.

Core Requirements

In fulfilling the requirements of the role, the post holder will demonstrate essential professional characteristics and in particular will:

- Inspire trust and confidence in students and colleagues.
- Use the performance management process to enhance personal professional practice in line with the school's aspirations and priorities.
- Promote the wider aspirations and values of the school.
- Recognise the importance of confidentiality and uphold the requirements of the new GDPR legislation.

Key Responsibilities

- To provide full support to teaching staff and students.
- Provide directed classroom support within a subject faculty and across the school where support is needed.
- To be fully aware of the particular difficulties of individual students by referring to records and discussion with SENDCo and/or subject leaders.

- To assist in the preparation of teaching resources for subject areas, in particular to assist with preparation of materials to the needs of individuals or groups of children.
- To undertake intervention work on a 121 or small group basis.
- To undertake mentoring on a 121 or small group basis.
- To undertake any training commensurate with the post.

The Sigma 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 employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers and comply with expectations as defined within the school's Code of Conduct and Leave of Absence Policies.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Executive Headteacher/Head of School, Sigma Trust committee or the local governing committee to carry out appropriate duties within the context of the job, skills and grade.

The job description is current at the date shown but, in consultation with you, may be changed by the Executive Headteacher/Head of School to reflect or anticipate changes in the job commensurate with the grade and job title.