

Teaching Assistant

Salary: Trust scale 4-11: £19,264 -£22,129 per annum FTE

To be paid pro-rata at £10,484.31 to £12,043.56 per annum

Commencing: Thursday 1st September 2022

A rewarding opportunity has arisen for pro-active, organised and self-motivated applicants to join a successful and over-subscribed secondary school to provide teaching and learning support to students.

The post involves:

- One-to-one and group support of students in lessons (*which may include students who need emotional and behavioural support*)
- Implementing and leading individual interventions
- Liaising with parents, carers, teachers and other professionals as appropriate and
- Preparing resources and some SEN departmental administration

Candidates must have the ability to work well in a team and also provide 1:1 support to students.

Excellent communication and IT skills are important although training in new software programmes will be provided.

This post would additionally be suitable for applicants who are keen to gain experience prior to teaching, social work or youth work training.

Please visit [Our Vacancies | Beyond Schools Trust](#) for a full job description and an application form

Closing date for applications: 9.00am on Monday 15th August 2022

Early applications are encouraged and we reserve the right to close the vacancy early if a suitable candidate is found

Letters of application, together with completed application form (available on the school website) giving full details of qualifications and experience to date should be sent to:

Mr P Jackson, Headteacher, Thomas Aveling School,
Arethusa Road, Rochester, Kent, ME1 2UW
or emailed to jshelbourne@thomasaveling.co.uk

Short-listed candidates only will be contacted for interview, which will take place shortly after the deadline.

97% of staff in a recent Staff Survey said

that they are made to feel welcome at Thomas Aveling and that behaviour in the school is good

The Thomas Aveling School is an Equal Opportunities Employer – committed to safeguarding and promoting the welfare of all students – any offer of appointment will be subject to satisfactory references and an enhanced DBS check will be required for all successful applicants.

TEACHING ASSISTANT - JOB DESCRIPTION



Designation: Teaching Assistant
Department: SEN
Grade: Trust Scale 4-11
Responsible to: SENCO

Purpose

To support the teaching and welfare of children, especially those with special educational needs, to attain their academic and personal targets.

Duties & Responsibilities

Support for pupils:

- To support all pupils within the class, enabling pupils to become more confident and independent learners.
- To help raise standards of achievement of all pupils.
- To withdraw pupils when required for additional 1:1 or small group work.
- To support pupils during public and internal examinations.
- To support vulnerable pupils during registration, break and lunch where necessary.
- To complete records for identified pupils in each class as appropriate.
- To act as 'Key Worker' for identified pupils, including those with EHC plans, as appropriate involving:
 - Preparing students for meetings, interviews and reviews;
 - Contributing at review meetings;
 - Acting as 'personal contact' for pupils.

Support for teachers:

- To regularly liaise with teachers and House teams to discuss best way to support students and share good practice.
- To work with small groups of identified pupils under the direction of the teacher, either inside or outside the classroom.
- To allow the teacher to concentrate on pupils who require special attention by working with the rest of the class.
- To assist in the identification of pupils causing concern.
- To observe pupils and provide feedback as required.

Support for the school:

- To work as part of a team, translating school policies into practice and furthering the ethos of the school.
- To accompany and supervise, under the direction of the teacher, pupils on an educational visit, event or interview.
- To work in whole school intervention projects as appropriate.

Support within the curriculum:

- To support across the curriculum or within specialist departments.
- To attend Staff Development Days/Twilight training as appropriate
- To attend Departmental Development sessions
- To advise on differentiated tasks

Working Environment: The post will be based within the school buildings

*This is a 'job description' only and is not necessarily a comprehensive definition of the post.
It may be subject to modification and amendment after consultation with the holder of the post.*