

**TEACHING ASSISTANT**

32 hours per week, 39 weeks per year

**Job Description**

* To establish relationships with the class and subject teacher as a starting point for giving support to individuals and small groups within the classroom
* To support pupils with a range of Additional Educational Needs both inside and outside the classroom in different subject areas. This would involve playing a different role in each classroom situation e.g. encouraging a pupil with her work or reading activities to the pupil
* To build up relationships with pupils who may not have previously experienced much success at school.
* To liaise with subject teachers gaining key information about units of work in order to prepare for supporting pupils in lessons
* To work with individuals and small groups of pupils outside of the main class
* To assist pupils with homework after school on specified days
* To share strategies for meeting individual pupil’s needs with teaching and other support staff
* To contribute to annual reviews for specific students
* To support pupils who have personalised learning programmes including those who attend local colleges for a day per week
* To make contributions to the team meetings giving strategies and progress updates for specific pupils
* To monitor specific pupils’ progress towards meeting their individual targets, to work closely with the pupils to review and set new targets.
* To ensure that students are working towards achieving their individual targets
* To keep accurate and up to date records of pupil progress
* To contribute to helping with transition activities for pupils moving from primary to secondary schools.
* To work effectively as a member of the team responding to the needs of pupils on the basis of the department’s policies and agreed practices.

**Person Specification**

* Experience of working with young people.
* The ability to communicate easily with colleagues in school
* A firm, calm approach when working with young people
* Sensitivity to different individual needs of pupils and their families
* The ability to be flexible while responding to the ever changing needs of pupils.
* A commitment to inclusion and equal opportunities
* To be willing to attend training and to share new developments with other colleagues
* To have secure writing skills for recording pupil progress.
* To have a sense of humour
* To be an excellent team player

**Swakeleys School for Girls**

Swakeleys School is an oversubscribed girls’ school with approximately 1100 students. Our last Ofsted report in November 2013, which judged us to be ‘outstanding’ in every aspect, commented ‘All groups of pupils, including those eligible for the pupil premium, disabled pupils, pupils with special educational needs, and those who need special help to catch up make at least good and often outstanding progress through the school’.

The pupils have a wide range of individual needs. Our overall aim is to enable these pupils to become independent learners while supporting them to achieve their personal learning goals and targets.

There is currently a very effective team of 13 Teaching Assistants who mainly support pupils within the classroom alongside their peer group and outside class.

**September 2020**