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TEACHING ASSISTANT- ROLE DESCRIPTION:

MAIN PURPOSE OF THE ROLE:

- To support pupils with additional needs. These may be social, medical, behavioural or academic. Our aim is to enable pupils to access the mainstream school curriculum and reach their potential.
- To work with other pupils who are falling behind their expected trajectory of progress.

Job Title:	Teaching Assistant
Grade	SCH48A - Grade 4 (Point 5 £18,795 full time salary) Pro rata, for hours and days worked, is an actual starting salary of £10,551 rising to £10,762 by incremental progression
Hours:	9.00 – 3.05 including unpaid breaks 25 hours per week. 5 days per week. Term Time only.
Start Date:	As soon as possible
Reporting to:	SENCO
Location:	Downlands Community School

ACCOUNTABILITIES AND TASKS

Accountability	Task
<ul style="list-style-type: none"> • Support pupils with additional needs so they can access the curriculum 	<ul style="list-style-type: none"> • Provide in class or out of class support for individual pupils or small groups. This work is coordinated by a member of the teaching staff and monitored by them, although it may be delivered in another venue. TAs are members of our enthusiastic, supportive, Learning Support Department and can expect pupils to respond to them as they would to their teachers

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- Assist with literacy and numeracy skills
- Clarify instructions, assist with the recording of information and homework
- Motivate pupils to remain on task
- Invigilate, scribe or read to pupils during examinations, for both school and external examinations
- Provide assistance to pupils with physical disabilities in subjects where some activities may be difficult, for example, using Bunsen burners, craft knives, scissors etc.
- Modify written material. For example, differentiation, enlargement or simplification
- To be familiar with the Individual Education Plans and pupil learning profiles, assisting with information to help complete the necessary documentation for use within the department. You will be monitoring the progress pupils make in meeting their targets and be asked to help them achieve these targets
- Contribute to pupil reports - this contribution may be used for Annual Reviews for pupils with statements of SEN
- Attend pupil reviews if requested, so that your observations and experience can help staff review pupils' progress and formulate new education plans
- Attend department meetings, report to the Special Needs Coordinator regarding types of support given to pupils and any difficulties encountered during the week
- Encourage the school code of conduct for behaviour of pupils and to be familiar with both the rewards systems and with the internal procedures for communication with staff regarding pupils' behaviour.

This role specification contains an outline of the jobholder's principal accountabilities and is not intended to be exhaustive. It will be reviewed with the jobholder annually in Performance Review as necessary, in consultation with the Governing Body.



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Teaching Assistant - Person Specification:

Experience and Knowledge	Skills and Abilities	Personal Qualities
<ul style="list-style-type: none"> • A level of education that enables support to be given to pupils aged 11 to 16 including those preparing for GCSE • Sound literacy and numeracy • Some previous experience of working with young people is desirable • Some understanding of how pupils learn or experience of helping pupils with additional needs is desirable • A commitment to the safety and welfare of young people and an understanding of the responsibilities that adults working with them have. 	<ul style="list-style-type: none"> • Good communication skills • Good inter personal skills that enable good relationships with young people and adults • Sensitivity to pupil’s needs • An ability to deal with pupils so that they feel they have been dealt with consistency and fairness • An ability to earn pupils respect and to treat them with respect • The ability to work as member of a team • Good judgement over matters of confidentiality and integrity in dealing with sensitive information about pupils • Some IT skills with the ability to positively respond to training in the use of school IT packages 	<ul style="list-style-type: none"> • Enjoyment of the company of young people • Patience • Resilience • Flexibility • A non-judgemental disposition • The ability to act as role model for young people • Interest in developing one’s own skills and knowledge

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Further Details and Applications:

Downlands Community School is an oversubscribed 11-16, mixed, comprehensive school with an enviable reputation for success with pupils of all abilities and from all social backgrounds. The National Curriculum is followed in Years 7, 8 and 9 and a full range of GCSEs is offered in Years 10 and 11. Teaching Assistants work with children from all Year Groups and often across a number of subjects. Full information about the School is available from the Downlands Website under “Information – Vacancies – Information for Applicants”

Downlands was inspected by OFSTED and the report, published in January 2017, found the School to be outstanding in all areas.

Hours - The 5 hour day for Teaching Assistants is normally 9.00 to 3.05 including unpaid breaks, term time only. The 25 hours available will be worked over five days per week, term time only

Start Date – As soon as possible.

Applications should be made on a West Sussex application form for the appointment of support staff, which can be downloaded from the School website under “Information – Current Vacancies”. Send applications by email to jmcmahon@downlands.org or if necessary, by post to Downlands Community School, HR Office, Dale Avenue, Hassocks, West Sussex, BN6 8LP. Unless requested, all communication will be via email or telephone. We follow safer recruitment procedures and therefore applications by CV only cannot be accepted.

Requests for application forms, questions about the post and applications should be emailed to our HR Officer: mhill@downlands.org. Queries will be answered and applications will be acknowledged.

Visits prior to application are welcomed and encouraged. Please contact our HR Officer.

Applicants who are short listed for interview should be aware that references will be taken up before interview unless it has been indicated on the application form that you **do not** want us to contact your referees without letting you know first.

Please note that, because of the nature of this job, if you are successful in your application, you will be subject to a criminal record check from the Disclosure and Barring Service. This will be done by means of applying for an “Enhanced Disclosure”. Disclosures include details of cautions, reprimands

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or final warnings as well as convictions, spent or unspent. The job will be offered subject to satisfactory references, Disclosure and Barring (Criminal Records Bureau) and health checks

A copy of the staff dress code can be found on the School website in the “Information - Current Vacancies” section.

The **closing date** for applications is **midday on Friday 24th May**. Interviews are expected w/c 3rd June. Applicants who have not been contacted by 3rd June should assume that they have not been successful on this occasion.

Thank you for your interest in the post.