



## Twyford Church Of England Academies Trust

"I have come that you might have life &  
have it to the full" John 10 v10

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Twyford CE High School | William Perkin CE High School | Ealing Fields High School | Ada Lovelace CE High School

### Job Description

<b>Job Title:</b>	<b>Teaching Assistant</b>
<b>Grade:</b>	Teaching Assistant Grade 6 with STEM Responsibility
<b>Line Manager:</b>	<b>SENCO</b>
<b>Supervisory Responsibility:</b>	None
<b>Hours:</b>	<i>Up to 35 hrs per week; Term time (39 wks (195 days)/yr)</i> <b>Term-time only:</b> this is a 39 week (195 days)/year contract. This includes between 190-195 teaching days, with any additional days (up to 195) to be worked as directed by, and discussed with, the SENCO.

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### Main purpose of the job

1. To support the SENCO in the raised achievement of students with additional needs – especially in the area of STEM [Science Maths, Digital T Level]
2. To plan and deliver STEM interventions at KS3, 4 and 5
3. To support the KS3, KS4 and KS5 in-class curriculum
4. To be responsible for tracking progress of students in STEM subjects and reporting on this.
5. To support students 1:1 or in small groups in raising attainment in STEM subjects – focusing on GCSE
6. To assist with healthcare, first aid and personal needs, as necessary
7. General responsibilities for the SEND & Inclusion team

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### Main responsibilities and tasks

1. **To support the SENCO in the raised achievement of students with additional needs – especially in the area of in the area of STEM [Science Maths, Digital T Level]**
  - To support pupils with special educational needs through the delivery of specific learning programmes, and to contribute to setting Individual Education Plan (IEP) targets and reviews.
  - To offer to support Study Club/homework club after school (until 4.45) one or two days a week.
  - To be available to support the students use of break time, including a 30 mins duty at lunchtime.
  - To undertake routine reading & spelling assessments & mark them.
2. **To plan and deliver STEM interventions at KS3, 4 and 5**
  - To assist with the delivery of STEM interventions
  - To liaise with the TA responsible for curriculum link to ensure sessions are supporting student's access to the in class curriculum.
  - To ensure registers are taken & report attendance issues

- To ensure high standards of conduct in interventions
  - To ensure any materials developed are filed on the M Drive/Copia and resources made available.
  - To monitor student progress termly, provide feedback to pupils, and ensure reports are written as requested by the SENCO and TA with curriculum responsibility.
- 3. To support the KS3, KS4 and KS5 in-class curriculum**
- To support the Lead teacher either by supporting in-class or by producing relevant resources.
- 4. To be responsible for tracking progress of students in maths and reporting on this.**
- To liaise effectively with the maths/science/T level department concerning students with SEN and what support they need.
  - To support at after school study club up to two times per week, supporting students to develop their skills in STEM subjects.
  - To contribute to meetings concerning individual students following discussion with SENCO, class/subject teacher, etc.
- 5. To support students 1:1 or in small groups in raising attainment in STEM subjects – focusing on GCSE**
- To develop subject skills, memorisation and exam technique using materials provided by the teacher/available on Copia.
  - To support students to develop study & organisational skills
  - To support with re-drafting or proof reading a piece of work that a student has completed
  - To support students to catch up work
  - To act as reader, scribe or invigilator for students with additional needs taking exams
- 6. To assist with healthcare, first aid and personal needs, as necessary**
- To promote independence within school, assist with personal care, physical & medical conditions, as necessary (training provided where needed)
  - To ensure that specialist equipment allocated to students is used appropriately and kept in working order (e.g. hearing/visual aids, magnifiers & laptop computers)
  - To reassure and encourage students appropriately, especially in cases where the student is suffering from anxiety/low self-esteem.
- 7. General responsibilities for SEND and Inclusion Team**
- *To actively support the work of the team, participate in (and allocate time to) various activities (within the total hours) to enhance students' opportunities (e.g. visits & outings, events)*
  - To be aware of & comply with policies & procedures relating to child protection, health & safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
  - To participate in personal development, including training, other learning activities and routine 1:1's and reviews, as required.
  - To undertake routine administrative tasks.
  - To undertake broadly similar duties, commensurate with the level of the post, as directed by the SENCO.
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### **Key measures of success**

- Achievement in core subjects is raised across the cohort of students with SEND.
- Value added results are achieved for individually targeted students with SEND.

### **Signatures**

Signature of Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Post Holder: \_\_\_\_\_ Date: \_\_\_\_\_

## Person Spec

Education and Qualifications	Essential	Desirable
GCSE passes at 'C' grade or higher in English and Maths, or equivalent NVQ level 2	✓	
A Levels	✓	
University degree in STEM area		✓

Knowledge and Experience	Essential	Desirable
Proficient ICT skills	✓	
Intermediate or advanced MS Office user		✓
The ability to write cogently and fluently with correct spelling and punctuation	✓	
Awareness and understanding of safeguarding	✓	
First Aid qualification		✓
Experience of delivering First Aid		✓
Experience of working within a school environment		✓

Personal Qualities	Essential	Desirable
Professional attitude and approach to work	✓	
Willingness and ability to manage own time and take full responsibility for work	✓	
Ability to organise, plan and prioritise work, paying attention to detail	✓	
Enthusiasm for working with staff and students	✓	
Ability to communicate clearly and effectively with different audiences, orally and in writing	✓	
Able to demonstrate discretion, confidentiality and commitment	✓	
Patience, kindness, flexibility, good humour and the ability to work as part of a team	✓	
Excellent attendance and punctuality	✓	

*The Twyford Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undergo the child protection screening appropriate to the post, including an enhanced disclosure from the DBS (Disclosure and Barring Service) and references from previous employers. For more information about the DBS please see <https://www.gov.uk/disclosure-barring-service-check>*

*The post-holder will also be expected to read and adhere to the Trust's Child Protection Policy, and any other Safeguarding documents stated within this.*