



OLDFIELD SCHOOL

Job Description

Position:	Literacy Support Teaching Assistant
Responsible To:	SENCO
Responsible For:	N/A
Grade:	SC3
Working Pattern:	Term time only
Disclosure Level:	Enhanced DBS

Core purpose of the post:

Under the guidance of the SENCO and the lead literacy TA, provide support for students who require literacy support and guidance.

Duties and responsibilities attached to this post are as follows:

1. Developing individual students' literacy skills.
2. Assist in the planning and application of individual literacy programmes.
3. Assist in the use of additional literacy interventions (Lexia and Reading Plus).
4. Give oral and written feedback on individual's progress.
5. Assist assigned students within the mainstream setting (this includes in mainstream classrooms and in all other areas of the school inside and outside of lesson times).
6. Encourage and support the learning of pupils by complementing teaching and learning strategies deployed by the teacher.
7. Support teachers and students with the differentiation of work.
8. Communicate with parents/ carers, teachers and other professionals as required.
9. Assist with completion of individual assessments, ISPs and records and reports on development, progress and attainment.
10. Conduct examinations access testing and WRAT tests.
11. Act as a reader or scribe in both internal and external examinations.

Pastoral Care

1. Uphold the School's Code of Conduct through effective delivery of its aims.
2. Guide and support pupils in their personal, emotional and social development.
3. Promote and model positive behaviour.

Communication

1. Establish and maintain a positive relationship to foster links between home and school.
2. Be aware of confidential issues linked to home/pupil/school/teacher.
3. Work collaboratively with colleagues to meet the needs effectively of all pupils.
4. Communicate concerns and observations to the relevant person regarding health and safety issues and child protection issues to maintain the school's duty of care.

Personal Training and Development

1. Regularly review own practice, set personal development targets and take responsibility for own continuous professional development.
2. Take part in in-service training, relevant performance management arrangements and other meetings as required.
3. Attend relevant INSET courses.

General

1. To undertake exam invigilation, as required.
2. To undertake half an hour of lunchtime supervision as required.
3. Escort pupils, accompanied by a teacher, to sports or other school facilities or trips off the school premises and engaging in the learning process for the benefit of the pupils.
4. To actively support the vision, ethos and policies of the School.
5. To undertake all duties and inter-actions with staff, partner providers and pupils fairly, without unlawful discrimination and with due regard to our Equal Opportunities Policy.
6. To promote and safeguard the welfare of children you come into contact with.
7. To carry out other duties as are required and as are commensurate with the grade of the post.
8. This job description only contains the main duties relating to this post and does not describe in detail all the tasks required to carry them out.

Special Notes and Conditions

The nature of the work necessitates strict confidentiality, no information obtained during or after working hours should be discussed other than with relevant staff.

This role profile is not exhaustive; it will be subject to periodic review and may be amended to meet the changing needs of the business. The post holder will be expected to participate in this process and Oldfield School would aim to reach agreement to the changes.

Person Specification

Essential / Desirable (D)

Qualifications (minimum)

Special Needs & Disabilities (SEND) Teaching Assistant Level 3. (D)
Level 2 (minimum) qualifications in literacy and numeracy.

Skills and Experience

Experience of working with young people.
Excellent literacy and communication skills.
Ability to lend subject-specialism to the learning and development of secondary-school pupils.
Practical work experience to give a thorough understanding of the processes and practices required in role.

Awareness and general understanding of the safeguarding protocols and other relevant legislation and protocols, notably data protection and health and safety.

Personal qualities

Enthusiasm, initiative, resilience and pro-activity.

Willingness to learn and participate in a dynamic educational setting.

Ability to be a role model to young people.

Genuine and demonstrable interest in working with young people and education.

Commitment to achievement for all, regardless of background or ability.