

Sir Henry Floyd Grammar School

Job Description: Assistant Teacher

Main responsibility

To lead interventions alongside teachers in lessons and on some occasions supervise lessons.

Support for students

- To develop knowledge of a range of special educational needs and to develop an understanding of the specific learning needs of the students to be supported
- Taking into account the learning support required and the student's targets and Learning and Teaching Strategy Sheets, to aid students to learn as effectively as possible
- To attend planning meetings with the SENDCo to facilitate the delivery of appropriate support or programmes of work for specific students
- To assist in assessing individual students' progress and in reviewing their progress towards the targets identified in their Learning & Teaching Strategy Sheets
- To assist with first aid and restraint, when necessary

Support for teachers

- To prepare and plan with teachers to ensure that appropriate in-class support is provided for specific students
- To work alongside teachers to provide in-class support to students, to work independently to deliver activities differentiated by the teacher as required and to work with the whole class whilst the teacher provides individual interventions.
- To prepare materials and resources for both in-class support and individual tuition(if appropriate)
- Contribute to the assessment of students' progress with teachers and the SENDCo and agree future priorities
- To assist with the planning and organisation of and supervision of students on educational visits and outings

Support for the school

- To be on a rota to cover classes for absent teachers (approx. one day per week)
- To undertake general and specific observation of students and give written and verbal feedback to appropriate staff

- To report to the SENDCo on progress being made by students with regard to their IEPs and Learning and Teaching Strategy Sheets and to ensure that appropriate records are kept up-to-date
- Under the direction of the Line Manager to undertake tasks associated with the administration of the SEN Department and SEN functions
- To assist with the assessment of students in relation to attainment in reading, writing and spelling
- To prepare formal reports for the Annual Reviews of Statemented students
- To attend and to contribute to school and Personalised Learning Department meetings, as appropriate
- To attend relevant courses and training days to develop and broaden awareness and skills

Specialist support

To demonstrate and be able to develop an area of specialist knowledge and skills in order to provide support in one or more of the following areas:

- To deliver support programmes with specific students either in small groups or on an individual basis to develop communication and social skills
- To provide knowledgeable support to students in a designated area of the curriculum and work closely with schemes of work and teachers to differentiate and prepare materials for specific students

General duties

- To participate in the school's performance management system and attend training and development sessions when required.
- To ensure that principles of equality are followed at all times in relationships with staff and students
- Adhere to all school policies and procedures
- Work towards meeting the school aims and ambitions as set out in the Strategic plan, School Development Plan and Department Development Plan.
- Work within the school's Health and Safety policy and Safeguarding Code of Conduct to help create a safe working environment for staff, students and visitors.
- Undertake any reasonable duties related to the job purpose.

The duties of this post may vary from time to time without changing the general character or the level of responsibility indicated.

Person Specification

Post: Assistant Teacher

Grade: Sir Henry Floyd GS Range 3 (currently Bucks Pay range 3)

Responsible to: Head of Interventions (SENDCo)

	Essential	Desirable	Evidence
Knowledge, Experience and Qualification			
'A' Level education or equivalent and/or at least 3 years work experience at this level	✓		Application
Degree or equivalent		✓	Application
GCSE English (min 'C' grade) or equivalent	✓		Application
GCSE Maths (min 'C' grade) or equivalent	✓		Application
HLTA qualification		✓	
Ability to use ICT	✓		CV/Interview
Specific training or knowledge in a curriculum area	✓		Interview
Specific training or knowledge in the learning of ASD students		✓	Interview
Full working knowledge of relevant Codes of Practice		✓	Interview
Relevant skills and aptitude			
Ability to support students at KS3, KS4 and KS5	✓		Reference/Interview
Ability to work independently	✓		Reference/Interview
Good oral communication skills with students and colleagues	✓		Interview
Effective use of IT	✓		Interview
Ability to earn respect of students and staff quickly	✓		Reference/Interview
Ability to apply school sanction and reward systems		✓	Interview
Creative approach to problem solving and conflict resolution	✓		Reference/Interview
Classroom presence	✓		
Good written communication skills	✓		Application Letter/Interview
Understanding of the learning process	✓		Interview
Ability to deal appropriately with challenging students and parents		✓	Interview
Demonstrated ability to improve school systems through appropriate channels		✓	Interview
Personal Qualities			
Enthusiastic and approachable	✓		Interview
Good interpersonal skills	✓		Interview
Shows initiative	✓		Reference/Interview
Sensitive to the needs and concerns of others	✓		Interview

Hardworking and conscientious	✓		Reference
Flexible approach	✓		Reference/Interview
Strong team orientation	✓		Reference/Interview
Keen to further professional development and skills	✓		Interview
Willingness to accompany school visits		✓	Interview

Person Specification

Post: Assistant Teacher
Grade: Sir Henry Floyd GS Range 2
Responsible to: Head of Interventions (SENDCo)

	Essential	Desirable	Evidence
Knowledge, Experience and Qualification			
'A' Level education and/or at least 3 years work experience at this level OR NVQ Level 2/3 or equivalent Open College Network Level 2	✓		CV
GCSE English (min 'C' grade) or equiv	✓		CV
GCSE Maths (min 'C' grade) or equiv	✓		CV
GCSE's (min 'C' grades) or equiv, in other subjects		✓	CV
Ability to use ICT	✓		CV/Interview
Knowledge of a range of SEN		✓	Interview
Knowledge of the National Curriculum		✓	Interview
Relevant skills and aptitude			
Ability to support students at KS3 and KS4	✓		Reference/CV
Ability to support students at 'A' Level		✓	Reference/CV
Ability to work independently to deliver activities differentiated by the teacher	✓		Reference/CV
Good oral communication skills, able to clarify, explain or adapt instructions	✓		Interview
Ability to work independently to deliver development programmes in communication and social skills		✓	Reference/CV
Ability to work independently to deliver development programmes in organisation and study skills		✓	Reference/CV
Good written communication skills	✓		Application Letter/Interview
Understanding of the learning process		✓	Interview
Personal Qualities			
Enthusiastic and approachable	✓		Interview
Good interpersonal skills	✓		Interview
Sensitive to the needs and concerns of others	✓		Interview
Hardworking and conscientious	✓		Reference
Flexible approach	✓		Reference/Interview
Strong team orientation	✓		Reference/Interview

Keen to further professional development and skills	✓		Interview
Willingness to accompany school visits		✓	Interview