

Commitment to Learning
High Expectations
All Can Succeed
Confidence and courage
Everyone valued equally



JOB DESCRIPTION

Post Title : **Teaching Assistant**
Status : **Permanent**
LineManager : **Student Progress Manager**
Hours : **36hpw x 39wpa**
Allowance : **Scale 3**
Review Date : **January 2018**

At Chace Community School we share a strong **commitment to learning**. We have **high expectations** of all students. We aim to provide a high quality, challenging, broad and balanced education within a supportive pastoral system, in an inclusive, calm, purposeful and caring, learning environment. We work in partnership with parents, valuing their support to encourage students to make the most of their educational opportunities at Chace. We believe that **all can succeed** and improve on present best. We are always proud to celebrate our students' achievements. We are determined to enable our students to become responsible, independent, thoughtful adults who have the **confidence and courage** to enjoy the challenges of learning at Chace where **everyone is valued equally**, and to be successful in their future lives.

Purpose of the job:

To work in the Student Progress team supporting students in class.

General Duties:

- Work in partnership with class teachers to support lessons;
- monitor students on the SEND register;
- advise SENCO on successful strategies for Special Needs students;
- advise SENCO about any student's difficulties;
- assist tutors with pastoral issues;
- do one break duty per week under the direction of the SLT member responsible for duties;
- carry out one to one or small group reading and/or spelling programmes with allocated students;
- keep adequate records of students in class, keep adequate evidence and provide written evidence for reviews;
- accompany students on school trips;
- attend year team, faculty meetings and working parties;
- attend parents meetings, Year 6 induction meetings and others as and when necessary;
- assist the student progress team as required;
- write targets for students as directed;
- assist with transition of Year 6 pupils i.e. school visits, meeting students with special needs, attend 'Parents of New Intake Evening';

- attend annual reviews as necessary;
- invigilate exams i.e. Year 10 and 11 GCSEs.;
- Supervise reading tests and mark them for year 7, 8 and 9;
- assist with admin tasks and preparation of Faculty resources.

All Chace staff will:

- promote equality of opportunity and regard;
- follow Safeguarding guidelines and Child Protection policy/procedures;
- contribute to producing/delivering priorities in the School Improvement Plan;
- keep Chace and their own performance under review, contributing to monitoring, evaluation and review and participate in performance management/appraisal;
- promote positive attitudes and behaviour;
- contribute to the smooth day to day running of the school;
- be committed to achieving the school aims;
- be a lead learner;
- work to develop Chace as a successful inclusive learning community;
- respond promptly to concerns from parents, staff or students;
- promote the school in the community;
- work in partnership with all colleagues including the Governing Body;
- support Codes of Professional Ethics/Safe Practice in the Staff Handbook
- have regard for and act in accordance with Health and Safety policy/practice;
- celebrate success of students and staff;
- support school events including those organised by the PTA.

All schools in Enfield are committed to safeguarding and promoting the welfare of children and young people. Therefore, all employees working at this school are expected to share this commitment.