



Job description:

TEACHING ASSISTANT / LEARNING MENTOR

Reporting to: **Special Educational Needs Co-ordinator**

Teaching Assistant / Learning Mentor posts are funded partly by the school and partly as a result of an annual assessment by the Local Education Authority, of the number of students on the Special Needs Register or who qualify for pupil premium. The exact number of hours therefore varies each year, depending upon need, and are subject to annual negotiation.

The Role

To work as part of the learning support team, integrating students with special needs into mainstream classes; to be a key worker for named students and to assist with the smooth running of the Learning Support Department. A willingness to support the medical / personal care needs of individual students would be an advantage.

Work in partnership

The Special Needs Co-ordinator (SENDCo) is the line manager and Teaching Assistants / Learning Mentors may work with and receive instructions from a number of staff members, e.g. SENDCo, curriculum team leader, class teacher, outside agency.

Responsibilities

Support the learning of students within the school.

To develop an understanding of the special needs of the student(s) concerned

To be a point of contact for key students, liaising with teachers, parents and external agencies when necessary.

Involved in the coordination of support of key students on a day to day basis

Provide key students with the necessary help and support required for them to:

- access the curriculum
- manage their learning and behaviour
- to participate in classroom and school activities

Provide pastoral, social and personal care as needed.

To be responsible for continuing programmes of externally led therapy.

When requested, provide supervision and care during break times, including lunch.

Attend relevant training.

Give feedback to colleagues as appropriate and provide written reports on the student's progress in consultation with others and attend review meetings

A willingness to support key student on residential trips

Langtree School, Woodcote, Reading, Berkshire RG8 0RA

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Headteacher: Mr S Bamford Deputy Headteacher: Ms S Burman

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In addition

To support and reinforce teacher instructions, modifying where appropriate to aid understanding for identified students

To pass on information regarding student difficulties – physical, emotional, learning and social

To enhance communications between teacher and SENDCo

To help teacher devise targets for students when requested

To prepare materials as appropriate, with guidance by teachers

To assist with the administration in the department, as directed by the SENDCo.

The Salary

The post is term time only. The salary depends on the person's experience and qualifications. Part time posts are paid pro rata and the total salary is averaged over the 12 months, thus giving the person a regular monthly income.

The attributes of the ideal candidate

When appointing people to TA posts we look for people who have, themselves, the sound educational background that enables them to be able to help students. They also need to have well developed "people skills" as they will be working in co-operating with a number of different students and staff. A strong but unsentimental caring approach to children is also important, as is a willingness to be flexible.

General Points

You will be able to contribute to the Local Government Superannuation Scheme.

The Langtree School Academy Trust Company is an equal opportunities employer.

There is a probationary period of six months.

The Langtree School Academy Trust Company operates a non-smoking policy in all its establishments.

All staff are expected to follow the Langtree School Staff Code of Conduct.