

**The Forest School**  
**JOB DESCRIPTION: Transition Teaching Assistant**

<b><u>Job Description</u></b>	<b>Title:</b>	<i>Transition Teaching Assistant</i>
<b>Date Agreed:</b>	<b>Date of Review:</b>	
<b>Department:</b>	Associate Staff	
<b>Post:</b>	Transition Teaching Assistant	
<b>Hours:</b>	Up to 27.5 hours per week (term time only)	
	Actual hours to be agreed (any extra hours worked can be paid overtime at the flat rate as arranged with the line manager)	
<b>Grade:</b>	Grade: 4    Scale Point: to be agreed	
<b>Qualifications / Experience</b>	See person specification	
<b>Line Manager:</b>	Mike Wickham - Director of Inclusion	
<b>Liaises with:</b>	Curriculum Area	
<b>Responsible to:</b>	Headteacher	
<b>Function/Scope:</b>	The main duties of this post are:-	

To support the Inclusion Department ethos, which is to encourage all pupils with or without special needs, to become focused, independent learners who make good progress.

**Support for pupils:**

- Assisting the class teachers to settle the pupils into the secondary programme.
- Assist in helping the small cohort of female students to integrate into their new school
- Assisting the class teacher in identifying those pupils with an EHCP/special needs who are not making their expected progress. Their difficulties cover the four categories of SEND including supporting pupils with physical disabilities too.
- Supporting those pupils by encouraging them to work as independently as possible using a variety of strategies.
- Supporting our new cohort of co-educational pupils with the transition process emotionally and socially.
- Supporting the work of the class teacher by withdrawing individuals or small groups to go over the essential core facts necessary for that topic.
- Delivering small group intervention sessions which aim to improve pupil progress and work towards achieving the best outcomes.
- Supporting in the classroom by checking that pupils with SEN are on task, that they have understood what is required and that they can work as independently as possible.
- Supervising and assisting pupils during Homework club at lunchtime and / or after school as required and checking that pupils with SEN have understood the IL task.
- Mentoring a pupil with an EHCP, writing their Pupil Support Sheet targets with them and reviewing twice yearly.
- Supervising pupils on field trips and visits.
- Assisting pupils with behavioural difficulties, aiming to moderate their behaviour and develop their learning.

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**Support for teachers:**

- In class support as directed by the class teacher
- Taking small groups from lessons under the direction of the teacher.
- To monitor the in-class progress of a specified group of pupils.
- To liaise with subject teachers to obtain information about lesson content and to assist with differentiation of subject matter. To provide feedback to staff after lessons as appropriate.
- Liaising with other members of the Inclusion Team and advising on pupils, progress, with regard to their attitude, application and well-being.
- To provide regular feedback about pupils to the teacher, learning support staff and pastoral staff.

**Support for the school:**

- To attend relevant in-service training.
- To be aware of the confidentiality of some issues linked to home / pupil / teacher / schoolwork and to maintain confidentiality.
- To undertake administrative tasks as directed.
- Liaison with specialist and external agencies as required.
- Support the induction of new TAs.

**Support for the curriculum:**

- Planning and delivery of small group work.
- To assist with differentiation of resources to support pupils as directed by Subject Team Leaders.
- To be familiar with Schemes of Work as provided by Subject Team Leaders.

*The post holder will be expected to support the overall ethos, aims and work of the school. In contributing to a shared sense of purpose amongst all staff, you are required to undertake such duties as may be deemed reasonable in the context of the needs of the school and commensurate with the role grade, as directed by the Headteacher.*

*The Forest School will regularly review this job description and subject to consultation, maintains the right to update it to reflect changes in the role.*