



# Melbourn Village College

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## Job Description

### Teaching Assistant - Cabin

**Salary: TA1b, Points 3-4**

**£18562 - £18,933 FTE**

**30 hours per week (Mon – Fri 0830-1500)**

#### Line of responsibility

The Teaching Assistant is directly responsible to the Director of the Cabin Provision and the Communication Support Specialist in Charge at Melbourn Village College.

#### Job purpose

To work from the Cabin for integrating students with ASC into mainstream education and to raise their standard of achievement. Supporting students in line with their EHCP outcomes.

#### Duties and responsibilities

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the Principal and line manager.

#### Accountabilities

##### Supporting students – under the direction of the Head of Cabin / Lead CSS

- To support Cabin students in mainstream lessons or in the Cabin, across all areas of the curriculum.
- To help students reflect on their development.
- To support students on out of school trips.
- To be a listening board for students to express their worries and concerns to.
- To pass relevant data and information to students' key worker CSS (Communication Support Specialist) for each lesson, and to be aware of and act on relevant information from CSS's.
- Communicate information about lesson arrangements-cover lessons, assessments or tests, items needed for practical lessons.
- To complete and record data kept on One Drive for student attendance and performance in lessons.



### **Support for the curriculum - working under the direction of the teacher**

- Pass on information regarding students' successes and difficulties- inform CSS's of where work needs adapting or student responses to curriculum areas.
- Record homework tasks in planner and pass information to Cabin, assist in ensuring homework handed in at appropriate times.

### **Support for mainstream and ASC students with EHCPs**

- Undertake specialist training to underpin knowledge of Autism and appropriate support strategies. Attending training and meetings after school once every fortnight.
- Play an active role in sharing knowledge and skills with mainstream staff and students.
- To support mainstream students, with and without SEN, as required, in the event of a Cabin student's absence or when designated student is coping well.

### **Conditions of Employment**

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).
- The postholder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.
- To uphold the school's policy in respect of child protection matters.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced Disclosure and Barring Service (DBS) check will be carried out for the successful candidate.
- S/he shall be subject to all relevant statutory and institutional requirements.
- The postholder may be required to perform any other reasonable tasks after consultation.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the postholder.
- All staff participate in the school's performance management scheme.