



Job Description

SEN Teaching Assistant & Cover Supervisor - Secondary

Post Details

Salary: £23,114 FTE (£12.67 ph or £5316 pa)

Location: Culham, Oxfordshire

Contract type: Term Time only, Fixed Term contract to 10th July 2024

Part-Time, 10 hours pw, Term Time Only (0.29 of FTE in term time, 0.23 of FTE annually) plus OT as cover supervisor

Commencing: January 2024 to April 2024

Reporting to: SENCO

Europa School UK

Europa School specialises in languages and offers a multilingual, multicultural education, leading ultimately to the International Baccalaureate Diploma Programme (DP). In the lower Years 1-5 we follow the International Baccalaureate Middle Years Programme (MYP), with students sitting MYP e-Assessments at the end of S5 (year 11). Europa School is an all-through free school of students aged 4 to 19.

Job Description

Overview

- To support a student with an EHCP in 6th form with Biology and Chemistry.
- To share in the care and wellbeing of the children throughout the school.
- To support the emotional, behavioural and pastoral needs of all pupils.
- To lead individuals in the curriculum to accelerate their learning.
- To carry out specific administrative/ procedural tasks to support the class teacher.
- To observe and monitor pupil's progress and adapt agreed approaches to their particular needs.
- To carry out regular supervision duties.
- To cover lessons where the teacher is absent.
- To invigilate exams and tests.

To undertake all of the following

- To provide additional support to pupils who require learning support in class or in other locations.



- Supervise playgrounds, the canteen, bus bay and other areas of the school as required.
- Be aware of and support school policies and procedures.
- Work with individuals/small groups of children/ students by planning and carrying out relevant activities that accelerate and raise the level of achievement for all pupils involved in all areas of the curriculum, under the guidance of the class teacher.
- Report any concerns regarding children's welfare or education, to the SENCO
- Attend regular meetings with the SENCO
- Assist with maintaining good discipline throughout the school at all times, following school procedures.
- When directed, escort and supervise pupils on planned visits/journeys.
- Assist with the preparation of resources
- Attend appropriate staff meetings and training days/events as required.
- Provide cover for classes where a teacher is absent, work will be provided.
- Recognise and respond effectively to issues as they arise, including by challenging stereotyped views, and by challenging bullying or harassment, following relevant policies and procedures.
- Organise and manage safely the learning activities, the physical teaching space and resources for which they are given responsibility.

Person Specification

Experience and Skills

- Experience of working with SEN preferable
- Good Biology & Chemistry skills
- Good numeracy/literacy skills
- Ability to use equipment e.g., photocopier

Personal Attributes

- Flexibility
- Ability to relate well to children and adults and work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.
- Ability to comply with policies and procedures relating to child protection, health, safety and security, confidentiality, data protection and equal opportunities.



For more information

If you would like further information, please contact: Anna Cole-Morgan (HR Manager)

Email: applications@europaschool.uk

Europa School UK, Thame Lane, Abingdon, OX14 3DZ, UK

Tel: +44 (0)1235 524060

The important small print:

Due to this post having access to children and/or vulnerable adults, successful candidates will be required to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from taking up a post, as all cases are judged individually according to the nature of the role and information provided. The Europa School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Applicants must be eligible to work in the UK.