

## Job Description

<b>Post</b>	Teaching Assistant (part-time)
<b>Reports to</b>	SENCO and Lead TA
<b>Scale point Range</b>	<u>NJC Grade 4, SCP 5-6 £23,500 - £23,893 pro-rata</u>
<b>Hours of Duty</b>	26.25 hours per week / Term Time Only + 5 INSET days

### **Job Purpose**

To support the College in the development and education of pupils in accordance with the aims and policies of the school.

### **Main Duties**

- Assist teaching staff in the delivery of learning activities and work programmes and undertake predetermined activities with pupils so that their intellectual and social development (including self-reliance and self-esteem) is fostered.
- To work within either a department or key stage to support students and staff with the delivery learning and teaching for SEND students, and those highlighted as having learning needs.
- Using acquired skills, support and deliver learning activities and contribute to the development of work programmes to facilitate effective teaching and learning. This includes delivery within the classroom and withdrawn support for smaller groups.
- To support, and where necessary lead staff in the effective use of yourself as a key resource within the classroom and to offer advice and suggestion (through discussion with the classroom teacher, subject leader and line manager) on how best this can be achieved.
- Provide input into the planning and evaluation of learning activities for individuals and groups of pupils to enable the teaching staff to make informed decisions when developing their plans.
- Supervise the activities of individuals or groups of pupils both in and out of the classroom (including educational visits) to ensure their safety and facilitate their physical and emotional development in accordance with the school's behaviour management policy.
- Monitor individual pupil's progress, achievements and development and report these to the teaching staff/line manager to inform decisions taken regarding the LSEPs, Behaviour Plans and Personal Care Programmes for a pupil.
- Liaise with parents and carers in conjunction with the teaching staff to ensure effective communication concerning the pupils' wellbeing.
- Record pupil information, as specified by the teaching staff/line manager (SENCO) to ensure that schools' information systems are maintained.
- Attend to the personal, social and physical needs of pupils so that their wellbeing is maintained.
- Prepare and maintain learning equipment and ensure that the classroom is kept clean and tidy.
- Display and present the pupils' work under the direction of teaching staff, so that it enhances the classroom environment and celebrates achievement
- To work within either a department or key stage to support students and staff with the delivery learning and teaching for SEND students, and those highlighted as having learning needs.
- Attend staff and other meetings and participate in staff training development work and staff reviews as required
- To undertake reasonable additional duties as directed by the Principal.
- To actively support the values and activities of the college which ensure the distinctive Catholic/Christian faith ethos maintained and developed.
- To encourage and support students and colleagues in their emotional/moral/spiritual development.
- To promote actively the college's policies.
- To comply with the college's Health and Safety policy and undertake risk assessments as appropriate.