



JOB DESCRIPTION

POST HOLDER	Teaching Assistant (fixed term to 31 st August 2019)
ACCOUNTABLE TO	Head of Learning Support/Assistant Headteacher
SALARY/SCALE	NJC Scale A1-B1 (actual salary £10,699 - £11,847)
DETAILS OF POST	28 hours per week, term time only plus 2 additional days
HOURS OF DUTY	8.35am to 3.00pm Monday to Friday The postholder may be required to undertake statutory training and paid overtime outside of normal school hours on occasion with due notice.
JOB PURPOSE	To support the education, personal and social development of pupils with additional needs under the teacher's clear guidance. To work with individuals and small groups and establish positive relationships with pupils and parents.
MAIN DUTIES	<ol style="list-style-type: none"> 1. To implement programmes of structured learning activities and to assist individuals/group of pupils under the clear guidance of the teacher. 2. To support students with their individual needs and implement related personal programmes either in the classroom, in small groups or 1:1. 3. To encourage pupils to develop their independence. 4. To assist in the devising of pupil's individual targets, personal support plans and contribute to their monitoring and review. 5. To assist in the delivery of educational and vocational programmes and assist in transition. 6. To support the promotion of positive relationships with parents, carers and outside agencies. 7. To assist in the production of learning resources and to provide information to the class teacher to assist in the planning of work programmes 8. To administer routine tests and assist in the invigilation of exams. 9. To undertake break and lunch time duties within working hours as required.



	<p>10. To be aware of the confidential nature of issues related to home/pupil/teacher/school work.</p> <p>11. To ensure all pupils have equal access to opportunities to learn and develop.</p> <p>12. To participate in training and other learning activities and performance development as required.</p> <p>13. To be fully aware of and understand the duties and responsibilities with regards to child protection and safeguarding in schools and attend appropriate whole school staff training as and when required.</p> <p>14. To ensure all pupils have equal access to opportunities to learn and develop.</p> <p>15. To accompany teaching staff and pupils on educational visits and out of school activities as required.</p> <p>16. To comply with the school's approved policies and procedures</p> <p>17. To contribute to the Catholic ethos of the school.</p> <p>There may be a need to occasionally work outside of school hours and off school premises, as required by the school.</p> <p>The above is not exhaustive and the post holder is expected to carry out other additional tasks as reasonably expected and required.</p>
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