

## JOB DESCRIPTION

*The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment*

<b>POST:</b>		<b>Teaching Assistant [Pupil Premium (Science)]</b>
<b>REPORTING TO:</b>		HoD/Pupil Premium Champion
<b>JOB PURPOSE:</b>		To complement the work of the teaching staff, contributing to a range of teaching and learning activities of Pupil Premium students and to work collaboratively with Science colleagues as part of a professional team.
<b>DIRECT INVOLVEMENT WITH:</b>		Pupil Premium students, teaching staff, Pupil Premium Champion, admin team colleagues.
<b>KEY RESPONSIBILITIES:</b>	<ul style="list-style-type: none"> <li>a.</li> <li>b.</li> <li>c.</li> <li>d.</li> <li>e.</li> <li>f.</li> <li>g.</li> <li>h.</li> <li>i.</li> <li>j.</li> <li>k.</li> </ul>	<ul style="list-style-type: none"> <li>To support the learning of students within a structured teaching situation, small group withdrawal, or individually as required.</li> <li>To be aware of lesson objectives and to assist students in making progress towards these.</li> <li>To engage in a discourse with teaching staff about planning, and to assist in the preparation and development of resources.</li> <li>To monitor students' progress and achievement, bringing issues of concern to the attention of the appropriate members of staff.</li> <li>To maintain records of intervention, upkeep of a personal folder of student need, records of 1:1 and small group interventions; and to make these available for inspection.</li> <li>To work with individual students as directed to maintain personal confidence, promote positive behaviour, and encourage independence.</li> <li>To supervise assigned students where required, to ensure their health &amp; safety.</li> <li>To support students entitled to exam concessions in internal and external examinations.</li> <li>To participate in relevant staff development activities, department meetings, Monday SEN training.</li> <li>To become familiar with, understand, and adhere to College policies and procedures.</li> <li>To maintain confidentiality in and outside the workplace.</li> </ul>
<b>OTHER RESPONSIBILITIES:</b>		To undertake such other duties as may reasonably be required in consultation with the post holder.