



JOB DESCRIPTION

POST HOLDER	Teaching Assistant Level 3
ACCOUNTABLE TO	Assistant Headteacher responsible for Learning Support
SALARY/SCALE	NJC Scale C1 – Actual Salary £14,325 - £15,710
DETAILS OF POST	30 hours per week, term time only plus 2 additional days
HOURS OF WORK	8.35am to 3.00pm Monday, Thursday, Friday 8.35am – 4pm Tuesday, Wednesday
JOB PURPOSE	To plan, implement and deliver learning activities to aid the education, personal and social development of pupils with additional learning needs. To work with individuals and small groups to provide intervention which will raise attainment and promote independence.
MAIN DUTIES	<ul style="list-style-type: none"> To implement programmes of structured learning activities and to assist individuals/group of pupils under the clear guidance of the teacher. To provide feedback to pupils and staff in relation to progress and achievement of tasks set. To provide specialist support to pupils with additional needs in literacy and numeracy. To assist in the development and implementation of pupil's individual targets and personal support plans and assist in their monitoring and review. To encourage pupils to develop their independence through personalised learning programmes. To assist in providing an atmosphere in which active learning can take place. To promote inclusion and acceptance of all pupils. To assist pupils in after school homework provision To administer routine tests and assist in the invigilation of exams.



- To undertake break and lunch time duties within working hours as required.
- To support the promotion of positive relationships with parents, carers and outside agencies.
- To accompany teaching staff and pupils on educational visits and out of school activities as required.
- To assist with the arrangements for out of school learning activities including transition and careers/work experience.
- To ensure all pupils have equal access to opportunities to learn and develop.
- To contribute towards departmental staff training and attend school staff training as appropriate.
- To be aware of the confidential nature of issues related to home/pupil/teacher/school work.
- 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.
- To ensure all pupils have equal access to opportunities to learn and develop.
- To comply with the school's approved policies and procedures
- To contribute to the Catholic ethos of the school.

There may be a need to occasionally work outside of school hours and off school premises, as required by the school.

The above is not exhaustive and the post holder is expected to carry out other additional tasks as reasonably expected and required.