St Philomena's
Catholic High School for Girls

JOB DESCRIPTION

Post Title	Teaching Assistant (LSA)
Salary Scale:	Salary: Point 4-6: £23,062 – £23,768 pro-rated (£26,327 - £27,133 FTE) depending on experience
Working Hours:	36 hours per week Monday & Friday 8.00am – 4.30pm; Tuesday, Wednesday & Thursday 8.30am – 4.30pm; (interventions as required to be determined by the SENDCo and subject to change) Term time plus 2 weeks
Purpose:	• To work under the direct instruction of SENDCO / Classroom Teacher, usually in the classroom, to support access to learning for students and provide general support to the teacher in the management of students and the classroom. • To uphold the Catholic ethos and recognise the school as a place where Christ is at the centre.
Reporting to:	SENDCo
Disclosure level	Enhanced

Specific Duties

Support for Students	• Encourage students to act independently as appropriate. • Encourage students to interact with others and engage in activities led by the Teacher. • Promote the inclusion and acceptance of all students. • Establish good relationships with students, acting as a role model and being aware of and responding appropriately to individual needs. • Supervise and support students ensuring their safety and access to learning. • To support and monitor students individual targets and contribute to their annual review. • To deliver support programmes in 1:1 or small group situations. • To deliver and develop support strategies for students with specific needs.

Support for Teacher	• Be aware of student problems/progress/achievement and report to the teacher as agreed. • Undertake student record keeping as requested.
Support for the Curriculum	• Support the teacher in managing student behaviour, reporting difficulties as appropriate. • Support student to understand instructions. • Support students in respect of local and national learning strategies, eg literacy, numeracy. • Prepare and maintain equipment/resources and display as directed by the teacher and assist students in their use.
Support for the School	• Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and date protection reporting all concerns to an appropriate person.

	• Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop. • Contribute to the overall ethos/work/aims of the school. • Appreciate and support the role of other professionals. • Attend relevant meetings as required. • Participate in training and other learning activities and performance development as required. • Assist with the supervision of students out of lessons, including before and at lunchtimes when required. • Accompany teaching staff and students on visits, trips and out of school activities as required. • Work in a team sharing good practices and developing resources and materials.

Other Specific Duties

Health and Safety
To work within and ensure staff and student compliance with the School Health and Safety Policy.

Equality and Diversity
Work within and promote compliance with the Equality Act (2010) through the School's Equality Duty Information and Objectives Document.

Training and Development
To attend relevant training and development courses as required and identified during performance appraisals. The performance and development needs of the post holder will be reviewed at least once a year by the line manager.

To undertake such other duties, as required by your line manager, commensurate with the seniority of the post. Adequate time will be given to carry out the role as well as support in the classroom.

These may include the following:

- Invigilation and Examination Support
- Social Communication Support
- English as an Additional Language Support
- Emotional Literacy Support
- ASDAN/Alternative Curriculum Support

Safeguarding
St Philomena's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This role requires an enhanced Disclosure and Barring Service check.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

St Philomena's is a non-smoking site.

Headteacher's signature: ..... Date: .....