



JOB DESCRIPTION

Job Title:	Teaching Assistant
Work Location:	Apollo Centre
Salary Band:	Band B; Points 3-5; £24,027 - £24,790 pro-rata - depending on hours worked. 35 hours: Actual: £19,483 to £20,103 per annum
Contract:	Flexible Hours - Part time up to 35 hours per week Monday to Friday; Term time only plus Inset days (39 weeks per year – 44.7 weeks paid)

Overall Responsibility

- To support students during their day which will be but not limited to classroom settings, Forest School and Outreach settings.
- To support children with Special Educational Needs within the School

Specific Duties

Supporting Pupils

- To be responsible for supporting pupils in a designated class group;
- To be aware of the specific needs of the pupils and develop an understanding of their difficulties;
- To aid the effective learning of children by:
 - Clarifying and simplifying instructions;
 - Ensuring pupils can use the materials provided and amending them if necessary;
 - Motivating and encouraging pupils;
 - Assisting in areas of weakness such as handwriting, reading, spelling;
 - Supporting pupils to complete homework and classwork;
 - Encouraging the pupils to develop independent learning habits;
 - Liaising with the class teacher and other professionals to devise suitable alternative learning activities if required.
- To work with Department/s by:
 - Develop and support implementation of work for all ranges of abilities;
 - Plan and negotiate with staff to minimise and support any difficulties experienced by children with Special Educational Needs.

Supporting the Principal and SENDCO

- Keeping records of pupil progress and work undertaken;
- Helping to update the SEND register;
- Contribute to the collection of information for reviews of pupil progress;
- Attendance at meetings with parents as required;
- To attend relevant in-service training;
- Attending regular departmental meetings to monitor the work of the department;
- Attending staff briefings.

Health, Safety and Security

- Co-operate with the employer on all issues to do with Health, Safety & Welfare;
- Support the School's implementation of all other current statutory requirements, e.g. Disability Discrimination Act, Access to Work, Equal Opportunities, Child Protection.

Pastoral Care

- Deal with incidents that are seen or reported regarding pupils' welfare;
- Report incidents and concerns to the Pastoral team.

Continuing Professional Development – Personal

- In conjunction with the Director of Centre, take responsibility for personal professional development, keeping up-to-date with research and developments related to school efficiency, which may lead to improvements in the day-to-day running of the school;
- Undertake any necessary professional development as identified in the School Development Plan taking full advantage of any relevant training and development available.

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 Director of Education /Principal or the incumbent of the post.