Job Description

Job Title:	Teaching Assistant (Qualified)
Location:	The Carlton Academy
Salary:	The Redhill Academy Trust Pay Scale, Band 7 £18,472 - £20,390 (full time equivalent)
Hours of Work:	Term-time only
Responsible to:	SENCO Assistant Headteacher
Post Objective:	To provide learning support to promote individual students' progress.

Main Duties and Responsibilities:

Classroom Support

- Work with individuals and small groups of children, including those with additional needs or on the Special Educational Needs register, within a classroom situation to ensure each child has the maximum access to all learning activities.
- Liaise with subject teachers responsible for the classes described above to clarify and agree the nature of the support needed, developing strategies to achieve learning goals.
- Administer routine tests and invigilate examinations where necessary.
- Ensure pupils receive regular and constructive feedback with regards to their progress.
- Assist with the supervision of pupils outside the classroom, including accompanying teaching staff on educational trips and visits.

Individual Support

- Under the direction of the SENCO, work with teaching staff in the planning and implementation of individual learning and support programmes for named children or small groups, recording and assessing outcomes.

- Meeting individual children or small groups to support them through withdrawal from classes or through meetings arranged at other times in the school day.
- To undertake individual support for students through internal and external exams.
- When required, liaise with outside agencies (e.g. health and education specialists) regarding individual pupil issues.

- To provide a high standard of healthcare to a named student with a diagnosed health issue, assisting with their day to day personal care and furthering the student's personal independence skills as directed.
- Assisting the student in implementing their own personal care programmes during the school day specifically in relation to practical support for personal hygiene, toileting and continence hygiene and to be responsible for the associated record keeping.
- Providing practical assistance in relation to the identified physical needs, for example transportation, operating lifting equipment, dressing, grooming, feeding and organisation of IT and learning equipment.
- Provide personal assistance to the named pupil in physical/practical activities e.g. physical education, cookery and school trips. With regard to school trips some overnight and weekend stays will be required.
- To be fully first aid trained and undertake any update training as required and to have attended the "Handling Children and Young People with a Physical Disability" course and updated training as required.
- Working to establish a supportive relationship with the named student' s parents and the external agencies involved with the named student.
- Work in cooperation with the teams to support student's health and well-being as directed.
- To support the named student in the classroom ensuring the classroom layout is suitable and to assist the Lead TA in ensuring that the named student is able to participate in predetermined educational activities and work programmes.
- Monitoring the named pupil's needs and reporting these to the designated supervisor as appropriate.
- Keeping such records of the child's development as required by the home school diary.
- To be aware of the schools policies and procedures, in particular the school's child protection policy and the schools equality policy.
- The appointee will be required to encourage acceptance and inclusion of the child with special needs, promoting and reinforcing the child's self esteem, and maintaining confidentiality at all times.
- Perform any task or duty under the reasonable direction of the SENCO.

<u>Resources/Administration</u>

- Assume responsibility for the effective provision of before/after school clubs (e.g. breakfast club).
- Assisting in the development and maintenance of materials and equipment used in connection with children with special needs – this may involve liaison with class teachers and/or specialist Special Needs teachers.
- Assisting in keeping records of children's development.
- Contributing to written reports and reviews concerning individual pupils.
- Liaising with tutors about the needs of individual children.
- Alongside a teacher, act as a co-tutor to a tutor group in the academy's vertical house system.

- Taking registers, delivering notices, offering pastoral support to tutees.

General

- Liaison with other departments and staff as necessary.
- Attendance at staff meetings and INSET activities where relevant.
- To uphold and actively support the academy's policies and procedures.
- Undertake any other duties which might be reasonably be regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.

I, ……., accept this job description, which is subject to annual review, as an accurate description of the post stated.

Signed (Post Holder): …… Date: ……..

Signed (Senior Manager): …….. Date: ……