



The Carlton  
Academy

### **Job Description**

Job Title:	Teaching Assistant
Location:	The Carlton Academy
Salary:	The Redhill Academy Trust Pay Scale Band 7, SP 32-36 £19,843 - £21,904 (fte) pro rata £16,713 - £18,449 (Actual salary paid)
Hours of Work:	32.5 per week, Term-time only
Responsible to:	Assistant SENCO
Post Objective:	The TA will support pupils, parents, teachers and the school to establish a supportive and nurturing learning environment in which students with special educational needs make good academic progress and can participate in activities across the Academy.

### **Main Duties and Responsibilities:**

#### **Classroom Support**

- Plan and deliver small group tutoring or catch-up programmes
- Plan and deliver one-to-one tutoring or catch-up-programmes
- Assist classroom teachers in their work in ensuring that students with special education needs make good progress and participate in lessons
- Encouraging acceptance and inclusion of the child with special needs and promoting individual students' self esteem
- Act as a Key Worker for some students with special educational needs by retaining an oversight of their progress and participation
- To undertake break time, lunchtime and after school duties as directed.
- Be aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate
- Act as a reader/scribe in examinations for any student with access requirements.
- To provide intimate/personal care for students if required.

#### **Resources/Administration**

- To work with the Assistant SENCO/SENCO and subject teachers to ensure that teaching and resources are adjusted in line with individual student profiles - helping prepare resources as necessary
- Observe, record and feedback information on student performance



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- Provide administrative support to Academy staff by ensuring teaching resources are prepared to an excellent standard and on time for classroom use
- Acting in line with the Academy's policies and procedures.
- Assist the teaching staff in the smooth transition between educational phases.

General

- Attendance at staff meetings and INSET activities where relevant.
- To uphold and actively support the provision's policies and procedures.
- Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the provision that normally any changes of a permanent nature shall be incorporated into the job description in specific terms
- Manual handling if required – training will be provided

This role involves working in regulated activity with Children