

JOB DESCRIPTION

SCHOOL: St Gregory's Catholic High School

POST DETAILS

Job Title: Teaching Assistant Level 3

Grade: G5

Directly Responsible To: SENDCo

Hours of Duty: 37 hours

Primary Purpose and Scope of the Job:

To work with and supervise individuals and groups of children under the direction/instruction of teaching &/or senior staff, inclusive of specific individual learning needs, enabling access to learning for all pupils and assistance and support in classroom management and behaviour techniques and providing specialist support in a specific curricular/resource area.

WORKING RELATIONSHIPS

Deputy SENDCo
Teaching staff
SLT

KEY TASKS AND ACCOUNTABILITIES

1. Establish good working relationships with pupils, acting as a role model and setting high expectations
2. Provide consistent support to all pupils, responding appropriately to individual pupil needs
3. Assist with the development and implementation of individual education plans
4. Promote inclusion and acceptance of all pupils
5. Encourage pupils to engage in all activities
6. Provide feedback to pupils in relation to progress and achievement under the guidance and direction of the teacher
7. Use specialist skills/training/experience to support pupils
8. To support students during examinations under the direction of the examination officer
9. To provide medical support where necessary
10. To provide clerical/administrative support where necessary
11. Assist with the display of pupil's work
12. Establish and maintain an appropriate learning environment under the supervision of the teacher
13. Contribute to lesson planning, evaluating and adjusting lessons/work plans as appropriate
14. Monitor and evaluate pupil's responses to learning activities through observations and planned recording of achievement against predetermined learning objectives

15. To provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
16. Be responsible for keeping and updating records in agreed format with the teacher, contributing to reviews of systems/records as requested
17. Administer and assess routine tests and accurately record achievement/progress
18. Deal promptly with conflict and incidents in line with the school behaviour policy and procedures
19. Support the delivery of agreed learning activities/learning programmes, adjusting activities according to pupil learning styles and individual needs
20. Support the delivery of literacy/numeracy programmes, effectively utilising all alternative learning opportunities to support extended development
21. Support the use of ICT in learning activities and develop pupil's competence and independence in its use
22. Assist pupils to access learning activities through specialist support
23. Determine the need for, prepare and maintain general specialist equipment and resources
24. Participate in any training deemed necessary
25. Attend and participate in any meetings as determined by the SENDCo
26. Assist with the planning of extracurricular opportunities for pupils
27. Accompany teaching staff and pupils on visits, trips and out of school activities as required
28. Liaise with any stakeholders of the school in relation to Annual Reviews etc
29. Supervision of pupils during break and lunch times
30. Undertake first aid training and carry out first aid duties
31. Undertake other training including 'intimate care' and be part of a team responsible for carrying out such duties
32. Carry out all duties with due regard to confidentiality and data protection regulations.
33. The postholder will adhere to the school's safeguarding policy which safeguards and promotes the welfare of children.
34. To undertake such additional duties as are reasonably commensurate with the level of this post.

REVIEW ARRANGEMENTS

The details contained in this Job Description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the School will expect to revise this Job Description from time to time and will consult with the postholder at the appropriate time.

Job Description revised: April 2024

Revised by: Director of Finance and Resources

Postholder:

Signed:

Date: