



ST. MARY'S
MENSTON

JOB DESCRIPTION

POST HOLDER	Teaching Assistant – Level 2
ACCOUNTABLE TO	SENDCO
SALARY/SCALE	NJC grade B3, SCP 7 - 11, £27,274 - £29,070 FTE Actual Salary £25,012 - £27,133 per annum
DETAILS OF POST	Permanent, 32.5 hours per week, term time only plus 2 additional days 8.00am – 3.00pm Monday to Friday (30 minutes unpaid lunch break each day)
JOB PURPOSE	To support the education, personal and social development of pupils with additional needs under the teacher's clear guidance. To work with individuals and small groups and establish positive relationships with pupils and parents.
MAIN DUTIES/KEY TASKS	<ul style="list-style-type: none"> To implement programmes of structured learning activities and to assist individuals/group of pupils under the clear guidance of the teacher. To assist in devising both pupil's individual targets and personal support plans by setting challenging and demanding expectations. To support students with their individual needs and implement related personal programmes either in the classroom, in small groups or 1:1. To encourage pupils to develop their independence and self-esteem. To use strategies, in liaison with the teacher, to support pupils to achieve learning goals. To provide detailed and regular feedback to teachers on pupil's achievement and progress. To assist with the planning of learning activities/teaching programmes and adjust activities according to pupil responses. To monitor pupil's responses to learning activities and accurately record achievement/progress as directed. To prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity, promoting the use of ICT, and develop pupils' competence and independence in their use To create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work. To assist in the delivery of educational and vocational programmes and to assist in transition.

ST MARY'S MENSTON
A CATHOLIC VOLUNTARY ACADEMY

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Headteacher: Miss Margaret Hattersley



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	<ul style="list-style-type: none"> • To promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour • To support the promotion of positive relationships with parents, carers and outside agencies. • To assist in the production of learning resources and to provide information to the class teacher to assist in the planning of work programmes • To administer routine tests and assist in the invigilation of exams. • To undertake break and lunch time duties within working hours as required. • To be aware of the confidential nature of issues related to home/pupil/teacher/schoolwork. • To ensure all pupils have equal access to opportunities to learn and develop. • To participate in training and other learning activities and performance development as required. <p>There may be a need to occasionally work outside of school hours and off school premises, as required by the school.</p> <p>The above is not exhaustive and the post holder is expected to carry out other additional tasks as reasonably expected and required.</p>
OTHER RESPONSIBILITIES	<ul style="list-style-type: none"> • Carry out pupil supervisory duties during break and lunchtime periods in accordance with the school rota. • Assist with/attend school trips, visits and out of school activities as required to supervise pupils. • To undertake First Aid at Work training and act as a First Aider. • To undertake invigilation duties as required. • Contribute to the Catholic ethos of the school. • Comply with the school's approved policies and procedures. • Participate in and support the school's performance management process and attend any relevant training. • There may be a requirement to undertake statutory training and to be paid overtime outside of normal school hours on occasion with due notice. • <i>To be fully aware of and understand the duties and responsibilities with regards to child protection and safeguarding in schools and attend appropriate whole school staff training as and when required.</i>
<p>VARIATION IN ROLE</p> <p>Given the dynamic nature of the role and structure of St. Mary's Menston, it must be accepted that, as the school's work develops and changes, there may be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the post holder.</p>	