

JOB DESCRIPTION



Post:	Teaching Assistant – Level 3
Reports to:	SENCO
Salary:	Full-Time Equivalent Salary: £27,254 to £33,699, Grade 3, Pro Rata (Actual Salary Range): £23,934 to £29,594
Hours:	36.5 hours per week, term time only or part-time hours will be considered across Monday to Friday

The Role

To support and assist teaching staff in the development and education of children including the provision of specialist skills and knowledge at a competent level across a range of disciplines. Supporting teaching staff in the development and education of children.

Whilst every effort has been made to explain the main duties and responsibilities of the post, this job description 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, all individual tasks undertaken may not be identified. This job description is current at the date shown, but, in consultation, may be changed by the principal to reflect or anticipate changes in the job commensurate within the grade and job title.

Key responsibilities:

Support for students

- Establish and maintain relationships with individual students and groups, promoting their intellectual, physical, social and emotional development.
- Assess the needs of students and contribute to the development of Pupil Passports.

Support for teachers

- Assist designated teacher(s) with planning and teaching the curriculum, and, at the teacher's direction, to implement and evaluate specific curriculum plans and activities prepared by the teacher to meet individual needs.
- Support students to access the curriculum.
- Make contributions to curriculum planning.
- Support with setting up assistive technology for students where appropriate.
- Support students during learning activities and manage learning sessions with specified groups of students.
- Work with specified individuals and groups of students in accordance with the school's monitoring and assessment arrangements.
- Provide information and reports as required on the achievement and progress of students.
- Where required, supervise classes on a short-term basis.
- Contribute to the management of students' behaviour.
- Alongside the SENCO, work with parents and carers to enhance students' learning and development ensuring regular communication takes place and is logged

Support for the school

- Lead on a designated learning need and share relevant expertise and skills with others.
- Contribute to the identification and planning of out of school learning activities to consolidate and extend work carried out in class such as touch-typing club.
- To ensure all tasks are carried out with due regard to Health and Safety.
- To set an example of personal integrity and professionalism.
- Attendance at appropriate staff meetings and parents' evenings.

Supervision Received

- Supervising Officer's Job Title: Responsible to the SENCO.
- Level of supervision - Plan own work to ensure the meeting of defined objectives

Wider responsibilities

- Support the school's Catholic values and ethos by implementing policies, practices, and procedures.
- A commitment to safeguarding and promoting the welfare of children and young people.
- Be aware of, understand and comply with policies and procedures related to safeguarding and child protection, equal opportunities, health and safety, confidentiality, code of conduct for staff and data protection.
- Help create a vibrant school community, characterised by consistent, orderly behaviour and caring, respectful relationships.
- Participate in training, the performance management process, meetings, and other learning/development activities as required.
- Help develop a school and department culture and ethos that is committed to achievement.
- To be active in issues of pupil welfare and support.
- Any other duties as commensurate within the pay scale to ensure the smooth running of the school.

Bishop Challoner Catholic College is strongly committed to Safeguarding and promoting the welfare of students and expect staff to share this commitment and maintain a vigilant and safe environment. All posts are subject to an enhanced DBS check with children's barred list check. All staff will be expected to follow the school's child protection policy, and code of conduct for staff.