

The Catholic School of Saint Gregory The Great



JOB DESCRIPTION

POST: TEACHING PARTNER (EHCP)

1. PAY AND CONDITIONS:

- 2.1 These will be in accordance with the provisions contained within the current Pay and Conditions Document.
- 2.2 These will be subject to the school's agreed Pay Policy.

2. RELATIONSHIPS:

- 3.1 The postholder is responsible to the Headteacher in all matters.
- 3.2 The postholder works with colleagues to build an effective team to deliver the National Curriculum or Early Years Framework.

4. PURPOSE OF THE JOB:

- 4.1 To work with the Class Teachers and Inclusion Manager to support the child in their focus groups/focus class.
- 4.2 To guide sessions within the school's EDEN provision
- 4.3 To maintain and develop the Catholic life and ethos of the school.
- 4.4 To put all school policies and procedures into practice.

5. KEY TASKS:

To support the Class Teachers and Inclusion Manager in seeking to raise children's attainment across the curriculum and in the pastoral care of the children through:

- 5.1 The delivery of work and activities for individuals and /or groups through the implementation of immediate intervention sessions for core subjects and Wave 3 interventions as planned with the Class Teacher and Inclusion Manager
Guiding and assisting the child using knowledge of their different levels of development and ability.
- 5.2 Guiding and supporting each child's language development, giving specific, needs led support to children with difficulties, especially those whose first language is not English.
- 5.3 Assisting in the identification of Safeguarding and/or Child Protection issues.
Catering for the physical needs of the children.
- 5.4 Caring for children with Special Educational Needs or Disabilities.
- 5.5 Caring for the safety of children, including familiarisation of children with fire drill and evacuation procedures.
- 5.6 Informing and liaising with the Class Teachers and Inclusion Manager with regard to the children's progress and development.
- 5.7 Assisting with activities outside the classroom, including supervision around the school, cloakroom and on educational visits.

- 5.8 Liaising with other members of staff.
- 5.9 Taking part in and contributing to relevant staff meetings, curriculum development and school improvement planning.
- 5.10 Taking part in relevant staff development training.
- 5.11 Covering lessons with a familiar class for short periods of time in agreement with a member of the Senior Leadership Team and under the direction of the Class Teacher.
- 5.12 Being flexible in their approach to duties to ensure the smooth running of the entire organisation for the common good of the whole team and all of the children and families with which we work.
- 5.13 Undertaking such other duties and assuming such responsibilities as may from time to time be reasonably assigned by the Headteacher.

6. AN UNDERSTANDING OF TRAUMA INFORMED RELATIONAL PRACTICE:

- 6.1 We are a Restorative School, which means that building and maintaining relationships is at the heart of everything that we do. We believe that reparation and repairing relationships that have been harmed is the key to building a safe and happy school.