

## ST BEDE'S CATHOLIC HIGH SCHOOL: JOB DESCRIPTION



Post Title:	TA2b (Classroom assistant)	Grade: 5	SCP 6-11 (Salary Pro Rata)
Location:	St Bede's Catholic High School, Ormskirk	Posts available:	2 x 30 hours
Directorate:	Children and Young People	Responsible to:	SENCO/Headteacher

### Job Purpose

Under the general supervision of the teacher, to plan and implement learning activities for individuals and groups. To monitor pupil progress and provide feedback to the class teacher and establish supportive and constructive relationships with pupils, parents and carers. To provide short term cover for classes to which the Teaching Assistant is normally assigned when the class teacher is unexpectedly available.

### Main activities

**In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with a lower graded Teaching Assistant post**

#### Support for Pupils

- Under the clear guidance of the class teacher, to implement structured learning activities and to assist individuals/groups of pupils in completing tasks.
- To undertake activities to assist in monitoring the personal, social, and emotional needs of pupils.
- To develop positive relationships with pupils to assist pupil progress, attainment, and wellbeing.
- To assist in the devising of pupils' individual targets and their monitoring and review.
- To support pupils, under the clear guidance of the class teacher, as part of a planned inclusion programme.
- To implement specific programmes with individual pupils or groups appropriate to the developmental needs of individual children throughout different curriculum areas.
- To assist in the development of a range of skills that support pupils' learning.
- To assist in the specific medical/care needs of pupils when appropriate training has been undertaken.
- To facilitate examination access arrangements such as reading and scribing to KS3 and KS4 students.

#### Support for the Teacher

- To assist in the monitoring/recording of pupil progress and developmental needs.
- To assist in the production of learning resources.
- To undertake routine classroom administrative tasks, including the maintenance of records.
- To assist in pupil supervision and in the management of pupil behaviour.
- To provide short term cover for classes to which the Teaching Assistant is normally assigned when the class teacher is unexpectedly unavailable.
- To provide information to the class teacher to assist in the planning of work programmes.
- To liaise with the school's nominated person in respect of pupil absence.
- To assist with the arrangements for out of school learning activities.
- To provide clerical and administrative support including the collection and recording of money.
- To administer routine tests, assist in the invigilation of exams and undertake routine marking of pupils' work.

### **Support for the School**

- To assist in promoting an atmosphere in which effective learning can take place in keeping with the ethos of the school.
- To be aware of the confidential nature of issues related to home/pupil/teacher/school work.
- To support the promotion of positive relationships with parents, carers, and outside agencies.
- To work within school policies and procedures.
- To attend staff training as appropriate.
- To always consider both their own and other people's health and safety.
- To work closely with SENCo and Pastoral year leader.
- To support in the nurture provision during years 7 & 8 and develop strategies of effective intervention for children with SEND especially children with Autism and Aspergers.
- To undertake whole school duties throughout the day.

### **Support for the Curriculum**

- To assist in the delivery of educational and developmental work programmes.
- To support the use of ICT in learning activities.
- **Teaching Assistants are required to work the 2 inset training days in September. Overtime will be paid for the hours undertaken.**

### **Note:**

**In addition, other duties at no higher a responsibility level may be interchanged with/added to this list at any time.**

**Hours and duties can be altered subject to the needs of the school.**

### **Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Applications are welcomed from all sections of the community regardless of age, sex, ethnic origin, disability or sexuality.

### **Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

### **Safeguarding Commitment**

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

We are committed to safeguarding and promoting the welfare of children, therefore the successful candidate will be required to undertake a criminal records check via the DBS (Disclosure and Barring service)