



## **JOB DESCRIPTION**

<b>Job Title:</b>	Class Teaching Assistant (Level 2) – Saturn Centre
<b>Contract;</b>	Permanent - Flexible Working Hours negotiable up to 35 hours per week 5 days/week, Term time only + Inset days (39 weeks per year)
<b>Salary Band</b>	Band B; £18,562 - £19,312 pro-rata
<b>LINE MANAGER:</b>	Assistant Principal

### **Overall Responsibility**

- To support teachers with students in classroom settings
- To support children with Special Educational Needs within the School

### **Specific Duties**

#### **Supporting Pupils**

- To be responsible for supporting pupils in a designated class group
- To be aware of the specific needs of the pupils and develop an understanding of their difficulties
- To aid the effective learning of children by:
  - Clarifying and simplifying instructions;
  - Ensuring pupils are able to use the materials provided and amending them if necessary;
  - Motivating and encouraging pupils;
  - Assisting in areas of weakness such as handwriting, reading, spelling;
  - Supporting pupils to complete classwork;
  - Encouraging the pupils to develop independent learning habits;
  - Liaising with the class teacher to devise suitable alternative learning activities if required.
- To work with Department/s by:
  - Differentiating work for all ranges of abilities
  - Plan and negotiate with staff to minimise and support any difficulties experienced by children with Special Educational Needs.

#### **Supporting the Assistant-Principal and SENDCO**

- Keeping records of pupil progress and work undertaken.
- Helping to update the SEN register

- Contribute to the collection of information for reviews of pupil progress.
- Attendance at meetings with parents as required.
- To attend relevant in-service training.
- Attending regular departmental meetings to monitor the work of the department.
- Attending staff briefings

### **Health, Safety and Security**

- Co-operate with the employer on all issues to do with Health, Safety & Welfare.
- Support the School's implementation of all other current statutory requirements, e.g. Disability Discrimination Act, Access to Work, Equal Opportunities, Child Protection.

### **Pastoral Care**

- Deal with incidents that are seen or reported regarding pupils' welfare.
- Report incidents and concerns to the Pastoral team

### **Continuing Professional Development – Personal**

- In conjunction with the Principal, take responsibility for personal professional development, keeping up-to-date with research and developments related to school efficiency, which may lead to improvements in the day-to-day running of the school.
- Undertake any necessary professional development as identified in the School Development Plan taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Appraisal process - evaluating and improving own practice.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It 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.

Elements of this job description and changes to it may be negotiated at the request of either the Principal or the incumbent of the post.

Compiled by: Mrs C Keys	Revision Number 6
Approved by: Mr S Steinhaus	Revision Date - 09/09/2021