



Harlow Academy

Job Description

Post Title:	Curriculum Teaching Assistant
Salary/Grade:	NJE Grade 4 (£17,623 - £19,848 actual salary)
Contract:	Full-time, term-time only
Reporting to:	SEN Teacher
Disclosure Level:	Enhanced

Purpose

To work in a variety of settings to provide specialist support in addressing the needs of pupils who need particular help to overcome barriers to learning.

Duties

To provide specialist support, advice and information to parents / carers and families of vulnerable children and / or those with special educational needs or disabilities.

To assist other Service staff in providing specialist advice regarding appropriate teaching and related strategies.

To work directly with children and groups of children with special needs / complex special educational needs / behavioural / emotional / other identifiable needs, under the guidance of and in collaboration with teachers or other appropriate senior staff.

To support those working with the children, particularly teaching assistants, to enable them to offer effective and inclusive provision.

To develop / maintain / produce / support the provision of specialist equipment and resources as appropriate.

To liaise as appropriate with professionals from other support services, other agencies and specialist voluntary and independent organisations.

To contribute to training and development programmes and deliver these as required.



To write formal reports as required on all work undertaken directly or indirectly on behalf of pupils or schools and maintain accurate and comprehensive records.

Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the Recognised Trade Unions.

To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures.

To report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team.

Signed: _____

Print name: _____ Date: _____

Please return a signed copy to Zoe Revill (Trust HR Administrator) within 10 working days.