



Devonport High School for Girls

Job Description

PART TIME TEACHING ASSISTANT

(TEMPORARY)

Post Title:	Part Time Teaching Assistant (Temporary)
Grade:	Grade B Points 3 - 4
Hours/weeks per annum:	15 hours and 25 minutes per week, 38 weeks per annum
Hours of work:	Monday to Friday 11.30am – 2.35pm
Responsible to:	The SENCo and the Lead on Inclusion
Job Purpose:	To join the Student Support Team to support students according to their needs. This includes supporting both the SEND and medical needs of the students. You will be required to support students in years 7-13 using a person-centered approach. Devonport High School for Girls is a trauma aware school and you will be expected to adopt a trauma informed and relation approach to your role. Experience supporting SEND is desirable and willingness to provide the required support for medical needs is essential.

Duties and Responsibilities to include:

1. To work within the line management of the SENCO and the Lead on Inclusion.
2. To work alongside teaching and support staff in the day-to-day support of individual students across all year groups.
3. Attend and/or lead meetings as required to support individual students and the work of the Student Support Team, including multi-agency meetings such as Early Help Assessments.
4. Work within recognised procedures, which leaves some room for initiative.
5. To support students with SEND and medical conditions that may require intervention and support.
6. To provide one-to-one or group support to identified students.
7. To provide support and guidance to parents/carers connected with programmes being undertaken by their children.
8. To undertake a range of administration including record keeping, resource creation and management, report writing and case notes, including recording achievement/progress and providing objective feedback.

9. To provide support to other students as requested by the SENCo, Lead on Inclusion or the Designated Safeguarding Lead (DSL).
10. Willingness to engage in training and support a range of students with medical conditions for example those with diabetes or heart conditions.
11. To participate in the school's support staff appraisal scheme and to attend meetings and training sessions when required e.g. safeguarding, first aid and manual handling.
12. To be aware of and comply with all policies and procedures relating to child protection, Health and Safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
13. To appreciate and support the role of other professionals.
14. To undertake other duties as directed and commensurate with the grading of the role.

The Job Description outlines the duties required in relation to this post and indicates the level of commitment and responsibilities expected. It is not a comprehensive or exhaustive list and duties may be varied from time-to-time which does not change the general character of the job or the level of responsibility.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake an enhanced check by the Disclosure and Barring Service.

Signed: Date:
Post holder

Signed: Date:
Head Teacher