**Teaching Assistant 2A**

**ROLE:**

Under clear guidance of the teacher, in respect of their work with individuals or small groups, to support the education, personal and social development of pupils in class including those with special needs and/or bilingual needs and to establish positive relationships with pupils and assist them to complete structured learning activities. The role would be to ensure pupils remain on task and to report progress to the teacher.

**ACCOUNTABILITY:**

Line management for this position is through the Senior Teaching Assistant. The Business Manager has overall accountability to the Headteacher for the Leadership and Management of all Support Staff at the school.

**SPECIFIC RESPONSIBILITIES INCLUDE:**

**Support for pupils**

Under the clear guidance of the class teacher to implement structured learning activities and to assist individual/group of pupils to complete 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 and attainment.

To assist in the devising of pupil's individual targets and their monitoring and review.

Support pupils as part of a planned inclusion programme

To assist in the development of varying skills that support pupils' learning.

To assist in the specific medical/care needs of pupils when specific training has been undertaken.

**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 assist in pupil supervision and in the management of pupil behaviour.

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.

**Support for the School**

To assist in providing an atmosphere in which effective learning can take place.

To support the promotion of positive relationships with parents, carers and outside agencies.

To be aware of the confidential nature of issues related to home/pupil/teacher/school work.

**Support for the Curriculum**

To assist the delivery of educational and developmental work programmes.

To support the use of ICT in learning activities

Lytham St Annes High School is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment and to demonstrate suitability for working with young people. The successful applicant will be required to undertake and maintain an enhanced DBS check.

**Notes**

* At all times to carry out the duties in accordance with school-based policies, the Data Protection Policy and Health and Safety procedures.
* Continuing professional development and participation in the staff review system are requirements of the role.
* Participate in relevant meetings and subject specific training appropriate to the role.
* Responsibilities/duties may be varied at any time to meet changed circumstances in a manner compatible with the post held.
* The post holder will be expected to work their hours flexibly depending on the operational needs of the school.
* It is the responsibility of drivers who intend to use their vehicles for work related purposes to ensure they hold the appropriate level of business insurance and full UK driving license.

**CONTRACTUAL TERMS:**

Annual Arrangements : Full Time – Term time plus 1 week for INSET/ other duties

HOURS: Between 30 -35 hours per week (to be confirmed) (Variable hours 15-37)

SALARY: Grade 4 (scp 4 - 6 ) £19,264 - £20,043 fte LCC EPR 12 Grade Model

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**R. Baker – HEADTEACHER**