

**JOB DESCRIPTION**

**Post Title: Teaching Assistant**

This College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

**Contract** **Full Time – 32.5 hours a week 38 weeks per year**

**(term time only) plus 1 day INSET at start of academic year which will be claimed for separately**

**Salary £13,059 Scale point 1 to scale point 3**

**Responsible to** **SEND MANAGER**

All staff work for Casterton College Rutland which is an 11-16 school.

This job description reflects the major tasks to be carried out by the post holder and identifies the level of responsibility at which the post holder will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

We are committed to safeguarding and promoting the welfare of children and young people and all staff and volunteers are required to share this commitment. All staff are representatives of the college and are required to recognise that their personal and online behaviour reflects their responsibility as role models in the community.

Appointment is subject to references and enhanced clearance by the Disclosure and Barring Service.

**TEACHING ASSISTANT**

Entry level: Successful applications will need GCSE English and Maths grade C or above. Formal qualifications and experience of working with students with learning and/or social, emotional and behavioural difficulties would be an advantage.

**Reporting to: SEND Manager**

**Job Description:**

* To support staff in all areas of the school as directed by the SEND Manager.
* To work as a member of the Learner Support Team within the classroom environment.
* To work under the direction of the teacher and support the learning/behaviour of each student according to their individual needs.
* To monitor the progress in class
* To report student progress and problems to the Learner Support team and teachers.
* To keep department records on individual students and report back to key student tutors and the Learner Support team.
* To work with the support and guidance of the Director of Pupil Well Being when working with pupils who have social, emotional and/or behavioural difficulties.
* To assist the teacher in the planning of classroom activities and resources if advice is requested.
* To take part in supervision of routine testing and exams.
* To take part in supervision of the Learner Support base at breaks and lunchtimes. (there is additional pay for this)
* To complete two school lunch duties a week (there is additional pay for this)
* To assist with lunchtime clubs, run by the Learner Support team for specific, selected students. (there is additional pay for this)
* To take part in supervision of students on school trips.
* To carry out clerical tasks as directed e.g. photocopying, filing.
* To take a full and active part in the discipline of children in accordance with the College ‘Behaviour Policy’.
* To attend a 15-minute briefing at 3.00pm each Friday afternoon, at the start of in-house training for teaching staff
* To attend Improvement Group meetings, as directed by the Team Leader.
* To undertake training, where appropriate.
* Any other duty that the school considers reasonable.

**Student Welfare**

* Follow behaviour protocols as set out by the school
* Report all incidents of bullying and other forms of harassment and follow school procedures in all cases
* Read, understand and apply the procedures in the school’s Child Protection policy and report all concerns immediately to the named officer for child protection
* Ensure that the health and safety of students, both in and around school and on trips and visits is always paramount and that during visits school protocols are followed in full
* Undertake the duties of a Tutor and at least one lunchtime duty

**Professional**

* The capacity to work effectively and efficiently with our SEND department is crucial, supporting them with information requests throughout the year. The successful candidate will share the college’s vision and belief that all ability is not fixed. Other necessary qualities include professionalism, discretion, efficacy, the ability to work on your own initiative as well as part of a team, and a willingness to contribute to the wider life of Casterton College, Rutland.
* Maintain the highest standards of professional appearance, integrity and honesty
* Dress at work in accordance with the staff dress code
* Act as a role model to young people and other staff, including online
* Behave professionally and respectfully towards other members of staff and contribute towards a focused, respectful and professional working culture
* Ensure that all work carried out in preparation for an exam or on behalf of an examination board is done so in accordance with the rules for that exam
* Attend meetings and training as required
* Undertake any other duties or responsibilities as required by the Principal

This job description is not intended to be an absolute definition of responsibilities and duties as others may arise in this post.

**March 2021**