



<b>Post Title and Grade</b>	<b>Teaching Assistant - Fixed Term till August 2023 - SCP 6 - 8   FTE pro-rata   Term time only 32.5 Hours per week Actual salary £15,336- £16,322</b>
<b>Reporting to</b>	<b>SENCo</b>
<b>Liaising with</b>	Senior Leadership Team, Heads of year, Department Leads, Parents and Carers, Teaching and Associate Staff and External Agencies
<b>Areas of Responsibility and Key Tasks</b>	
<p>Core Responsibilities</p> <ul style="list-style-type: none"><li>• Making sure that the students you support are able to engage in learning and stay on task during the lesson or activity</li><li>• Supporting the social and emotional development of students, reporting any issues when required</li><li>• Supporting teachers in managing challenging student behaviour and promoting positive behaviour</li><li>• Guiding and monitoring identified student progress</li><li>• Helping with the planning of lessons</li><li>• Providing small group support in intervention sessions</li><li>• Providing detailed and regular feedback to teachers on students' progress</li><li>• Providing support outside of normal classes, such as helping during exams, covering TA absences or going on school trips</li><li>• Helping with extracurricular activities such as breakfast and after-school clubs, homework club, revision sessions or lunchtime duties</li><li>• Liaising with parents when required</li></ul>	
<p>Key Tasks</p> <ul style="list-style-type: none"><li>• To provide whole class support and individual support for pupils with additional needs</li><li>• Acting as a role model for students and staff by demonstrating high-quality pastoral care and support, rigorous expectations and a visible professional presence with students.</li><li>• Challenging poor behaviour during breaks, lunchtimes and between lessons</li><li>• To assist in delivering and planning learning activities and intervention classes</li><li>• Monitor student behaviour and responses to learning and make the interventions when appropriate.</li><li>• To promote good pupil behaviour, dealing promptly with conflict and encourage students to take responsibility for their own behaviour</li><li>• To participate in the comprehensive assessment of students to determine those in need of particular help</li><li>• To evaluate the progress made by individuals and/ or groups of students</li><li>• To provide information to parents and to keep accurate records of meetings with students with agreed outcomes</li></ul>	



# Holyhead

Teach What Matters

- To be aware and comply with the policies and procedures on Child Protection, Confidentiality, Attendance, Health and Safety, Data Protection and the SEND Policy.

## Other Responsibilities

- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Participate in training and other learning activities and performance development as required.
- Provide communication within a variety of situations: staff meetings, parents evenings, reviews.

## Safeguarding

- Ensure that all students have a safe environment in which they can learn, reporting any concern about the environment to a member of the site team or if appropriate to one of the Designated Safeguarding Leaders.
- To be aware of systems which support safeguarding and following the procedures as highlighted in the Safeguarding Policy
- To identify children who may benefit from early help as soon as possible and discuss this with one of the Designated Safeguarding Leaders
- To consider at all times what is in the best interests of the child
- To protect children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- To take action to enable all children to have the best outcomes

## Other Specific Duties

To continue personal development as agreed

To engage actively in the performance review process

To undertake any other duty as specified by the School Teachers' Pay and Conditions Document not mentioned in the above

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task to be undertaken may not be identified

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

Employees are expected to adhere to Holyhead's agreed Code of Conduct

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



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This job description is current at the date shown but in consultation with the post-holder may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.