



Finchley Catholic High School

Teaching Assistant – Level 1 Job Description

Purpose:	To support the provision for students with special needs.
Liaise with:	SEN staff, teachers, outside agencies
Working time:	The post will be for 36 hours per week, term-time plus 3 Inset days
Contract Type:	Permanent
Duties and responsibilities:	<ul style="list-style-type: none"> • Support the learning needs of students who require assistance in accessing the curriculum or who need additional challenge in order to extend their learning. • Work with students in the classroom, small groups and one to one scenario. • Carry out administration in the department as directed by the Head of the Department. This will include involvement in the drafting of learning support plans/passports. • Administer spelling and reading tests and other assessments and to invigilate in examinations as directed by the Curriculum Leader. • Act as scribe or reader for students as directed. • Liaise with the educational psychologist, external agencies and teaching staff regarding programmes for individual children. • Support students in their work with outside agencies (e.g. during visits from the speech therapist). • Carry out behavioural programmes as directed by the Curriculum Leader. • Maintain records of work done by individual students and report to the Head of Department on progress. • Play a full part in the activities of the department and attend meetings needed to review students' progress as required. • Liaise with parents as appropriate. • Assist in the organisation of teaching resources and display materials. • Act as a key worker for a number of SEND students, liaising with teachers, home and curriculum leader
Professional Behaviour:	<ul style="list-style-type: none"> • Maintain high standards of professional behaviour towards colleagues and students. • Lead by example and follow the school's dress code and code of conduct. • Carry out duties in a friendly, helpful and professional manner. • Have a flexible approach and to be prepared for the unusual.
Assessment:	<ul style="list-style-type: none"> • Continue personal development as agreed in performance management • Engage actively in the performance review process • Address the performance management targets set by the line manager.
Other Specific Duties:	<ul style="list-style-type: none"> • Play a full part in the life of the school community and be committed to supporting the Catholic Ethos of the school. • Support the school's aims and policies, and to encourage staff and students to follow this example. • Have a record of excellent health, attendance and punctuality.
This job description is current at the date shown but, in consultation with you, may be changed to reflect or anticipate changes in the job commensurate with the salary and job title.	