Job Description – Teaching Assistant – Level 3

Trinity Catholic School

Job Title:	Teaching Assistant – Level 3
Responsible to:	The Principal SENDCo
Salary:	Pay Band H, Scale Points 14 to 17; £26,845 to £29,439 FTE per annum (Pro-rota £20,710 to £22,140 per annum).
Hours:	Permanent – Term Time plus 5 inset days (39 weeks) 8.30am until 3.30pm – Monday to Friday with 30 minutes unpaid lunch break each day.

Job Purpose

• To plan and deliver appropriate intervention to an identified cohort of students.
• To monitor and review the impact of interventions in order to support student progress.
• To coordinate and monitor student's key workers and their impact.
• To work alongside individual and small groups of students ensuring their ability to access the planned lesson.
• To liaise with class teachers when a student is unable to access a lesson and adapt the learning activity appropriately.
• Participate in comprehensive assessment of students to determine those in need of particular help specifically help with the grading of basic group tests. Provide the teacher with information to assist with the development and implementation of individual Education/Behaviour/Support/Mentoring plans
• Provide the necessary support to enable students to sit examinations and fulfil their access arrangements. This may include invigilating exams, scribing for and reading to students when necessary and permissible.
• Provide daily feedback for the SENDCo.
• Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students.
• Attend and participate in regular meetings.
• Supervise Students on visits, trips and out of school activities as required.
• Any other task in keeping with the nature and grade of the role that is required by the Principal/SENDCo to support students.

Additional responsibilities

All support staff roles at Trinity Catholic School carry the following additional responsibilities:

• Taking part in examinations invigilation and duty rotas.
• Take part in the school's performance management arrangements.
• Complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
• Supporting diversity and ensure equal opportunities for all.
• Contributing to the overall ethos/work/aims of Trinity Catholic School.
• Developing constructive relationships and communicate with other agencies/professionals
• Sharing expertise and skills with others.
• Participating in training and other learning activities.
• Undertaking any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the Department/Resource Provision.

Other

- To maintain personal and professional development to meet the changing demands of the post, participating in appropriate training activities.
- To support, at all times, the Catholic ethos of the school/Multi Academy Company by promoting the agreed vision and aims and setting an example of personal integrity and professionalism.
- To adhere to the schools' policies
- Other duties as may be determined from time to time within the general scope of the post. Duties and responsibilities outside of the post will only be required with the agreement of the post holder.

The MAC reserves the right to require you to work at such other place or places as it may reasonably require from time to time subject to the provision of reasonable notice.

The Our Lady of the Magnificat Multi-Academy Company 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 candidate will be subject to all pre-employment checks necessary to meet safer recruitment requirements, including a satisfactory enhanced DBS check.

Whilst every effort has been made to explain the main duties and responsibilities of the post, this job description is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post-holder's professional responsibilities and duties, all individual tasks undertaken may not be identified.

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

mls/Feb23