



JOB DESCRIPTION – TEACHING ASSISTANT

Grade:	NJC (New) SCP 19 – 22 (pro-rata)
Hours:	Monday 8.30 – 4.30 Tuesday 8.30 – 4.30 Wednesday 8.30 – 3.30 Thursday 8.30 – 3.30 Friday 8.30 – 3.30
Responsible to:	Class Lead
Job Purpose:	To enhance the teaching process by supporting the needs of pupils
Main Responsibilities:	In addition to the duties specified in the job description for a Support Assistant, a Teacher's Assistant will be required to undertake the majority of the following responsibilities.

1. Deputise as class lead. Regularly lead the class for up to one day each week, to cover PPA entitlement. When this includes planning, you will be provided with up to 30 mins PPA time each week.
2. Be prepared and able to lead the class in the absence of the Class Lead, sometimes without prior warning.
3. To have the flexibility and willingness to work in all areas of the school irrespective of age or ability of students
4. To work with Class Leads on the planning, implementation, assessment (including Interactive learning diary ILD) and evaluation of educational programmes.
5. To attend Parents Evenings.
6. To be able to contribute to the writing of EHCP Review reports.
7. To attend professional meetings regarding a pupil within the class if required.
8. To work with other professionals on the implementation of programmes for individual pupils, including facilitating SALT, OT and pupil support plans on a daily basis in the classroom.
9. Using specialist knowledge and training to adapt and/or interpret lessons, programmes, and instructions to pupils from teachers and therapists, including the use of sophisticated communication aids and IT support.
10. To understand the whole school curriculum, as well as school vision, direction and aims, to enhance wider teaching and learning offer throughout the school
11. To follow all training provided by The Avenue School.
12. To enhance lines of communication by attending staff meetings, departmental meetings and INSET days where appropriate, and sharing content with colleagues.
13. Adhere to The Avenue School's Health and Safety requirements

Signed Date