

**BISHOP CHADWICK CATHOLIC EDUCATION TRUST**

**JOB DESCRIPTION**

**SCHOOL:** St Aidan’s Catholic Academy

**POST TITLE:** Teaching Support Assistant

**GRADE:** Scale 4 – SCP 7 – 11 £18,905.74 - £20,329.86 (pro rata salary)

**RESPONSIBLE TO:** SEND Co-ordinator/Assistant Headteacher

**Overall Objectives of the Post:**

# To work under the instruction/guidance of teaching/senior staff to undertake work/support programmes, to enable access to learning for pupils and to assist class teachers in enabling academic progress, across key stages 3 and 4. This will be across academic subjects. Liaise with the class teacher to ensure you are supporting the pupils to reach their academic potential. Liaise with the SENDCo to assist in the development and use of Individual Learning Plans. Work with SENDCo, SEND and Pastoral Teams to support boys with additional needs.

# Key Tasks of the Post:

1. You will provide support to pupils. You will:

* Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to the curriculum.
* Assist with the development and implementation of Education Health Care Plans (EHCP) and Individual Learning Plans (ILPs)
* Establish constructive relationships with pupils and interact with them according to individual needs
* Promote the inclusion and acceptance of all pupils.
* Encourage pupils to interact with others and engage in activities led by the teacher.
* Set challenging and demanding expectations and promote self-esteem and independence.
* Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.
* Provide support for pupils with additional needs across the school.

1. You will provide support for the Teacher. You will:

* Use strategies, in liaison with the teacher, to support pupil progress.
* Monitor pupils’ responses to learning activities and accurately record achievement/progress as directed.
* Provide detailed and regular feedback to teachers on pupils’ achievement, progress, problems etc.
* Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
* Establish constructive relationships with parents/carers.
* Administer routine tests, invigilate exams and undertake routine marking of pupils’ work.

1. You will provide support for the curriculum. You will:

* Undertake programmes linked to the curriculum and intervention programme.
* Work with teachers to ensure that pupils with additional needs are supported to access the curriculum.

1. You will provide support for the school. You will:

* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
* Contribute to the overall ethos, culture and vision of the school.
* Appreciate and support the role of other professionals.
* Attend and participate in relevant meetings as required.
* Participate in training and other learning activities and performance development as required.
* Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime.

The Postholder must promote and safeguard the welfare of the children and young people that they are responsible for or come into contact with.

The Postholder must act in compliance with data protection principles in respecting the privacy of personal information held by the school.

The Postholder must carry out their duties with full regard to the School's Equal Opportunities Policy, Code of Conduct, and all other School Policies.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others’ health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.