



CARDINAL HEENAN
CATHOLIC HIGH SCHOOL

Teaching Assistant Job Description

Postholder	Teaching Assistant
Overall Responsibilities	To work under the direct instruction of the Assistant Headteacher – SEND and teaching staff to provide learning support for pupils. This post will also include welfare/personal care, small groups/one to one and general support for the pupils in the classroom.
Line Manager	Assistant Headteacher - SEND
Salary/ Scale of Post	Grade B1, pts 4-6 (£21,189 - £21,968) 31.5 hours per week, Term Time Only plus Training Days
Main Duties	<ul style="list-style-type: none"> • To work as part of a team providing support for literacy, numeracy, complex needs and emotional and mental health support in order to support the needs of the pupils • To provide learning support for pupils in small groups/one to one and as general support in the classroom • To attend to named pupils' personal needs and implement related personal care programmes, including social, health, physical, hygiene and welfare matters. This can include feeding and toileting • To supervise and support pupils, ensuring their safety and access to learning. • To establish good relationships with pupils, acting as a role model; being aware of and responding to individual needs • To promote the inclusion and acceptance of all pupils • To encourage pupils to interact with others and engage in activities led by the teacher • To encourage pupils to act independently as appropriate • To prepare classrooms as directed for lessons and clear away afterwards and to assist with the display of pupils' work • To be aware of pupil problems, progress and achievements, reporting to the teacher as agreed • To undertake pupil record keeping as requested • To support the school's Positive Discipline Policy and assist the teacher in managing pupil behaviour, reporting difficulties as appropriate • To gather and report information from and to parents and carers as directed

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| | <ul style="list-style-type: none">• To assist particular departments with routine administrative tasks• To support pupils in using ICT as directed in each subject• To assist pupils in the use of appropriate equipment and resources as required• To be aware of and comply with policies and procedures relating to child protection, safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person• To ensure that all pupils have equal access to opportunities to learn and develop• To contribute and support the overall ethos, work, aims and policies of the school.• To appreciate and support the role of other professionals• To assist class tutor including taking registers (or other duties) in the absence of the tutor.• To attend relevant meetings as required.• To participate in training and other learning activities and performance development as required• To assist with supervision of pupils out of lesson times (this includes break and lunchtimes)• To carry out timetabled break and lunchtime duties• To accompany teaching staff and pupils on visits, trips and out of school activities as required• To undertake First Aid training as required• To have commitment to safeguarding and promoting the wellbeing of all children in line with school policy and national guidelines• To undertake other tasks commensurate with the scale and responsibilities of this post.• Ensure high standards of professional appearance in line with the school's dress code• To ensure literacy and numeracy are given prominence in the delivery of the curriculum• Follow school policy in relation to all prescribed areas |
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