

JD59**TEACHING ASSISTANT**

Responsible for: Committed and efficient classroom support of small group of students who have a wide range of learning needs.

Consulting with: Inclusion Co-ordinator (INco)
All Inclusion staff
Subject teachers
Pastoral staff
Behaviour and Learning Mentor

Reporting to: INco

GENERAL DUTIES OF ALL SUPPORT STAFF

- 1 To support the school directly and/or indirectly in the fulfilment of its Catholic mission, and to identify with our Catholic/Christian ethos and behavioural standards.
- 2 To ensure prompt attendance for duty at the appointed time (see over). Colleagues are asked to avoid casual changes to the hours shown, unless these are negotiated with the line-manager and relayed to any other members of staff who may be affected by them. The working of additional hours may be a personal and voluntary matter, but when this is requested by the school, there will be an entitlement to additional pay. Term-time only staff are not required to attend for working school INSET day closures, unless by special arrangement.
- 3 To ensure any absence is reported by contacting the school on the day of absence **before 7.45am** on 01243 552055, when Auto Attendant starts press 9. Give your name and brief details of your absence and its expected duration. On return from absence, please see the Cover Manager in order to sign back on for duty.
- 4 To sign in/out as appropriate in cases of late arrival or leaving the premises during the normal hours of working.
- 5 To be aware of and support the school's policy on Health and Safety, particularly:
 - To be aware of likely hazards, emergency procedures, first-aid provision and procedures for accident reporting.
 - To wear/use any appropriate safety clothing and equipment.
 - To report all damage, hazards and defects to the Site & Premises Manager.
 - To conduct all activities in such a way that the health and safety of pupils and colleagues are safeguarded.
- 6 To participate in the system of performance management/professional development operated by the school.
- 7 To carry out any reasonable professional request made by the Headteacher, Leadership Team or other line-manager, provided that it is compatible with prevailing conditions of service and employment law.

[SEE OVER FOR SPECIFIC DUTIES OF THE POST]

SPECIFIC DUTIES OF THE POST**Current hours per week:****Term-time only.****Current duty day(s) and time(s) per week:****08:30 -16:00, Monday – Friday**

- 1 To work in partnership with teachers, liaising and sharing planning and developing a mutually supportive relationship with all teaching staff.
- 2 To supervise and assist individuals or small groups of students engaged in educational activities set by the teacher.
- 3 To become closely acquainted with the students to whom they are allocated and become familiar with their strengths and weaknesses, IEP and IBP targets.
- 4 To maintain daily records of work completed, student behaviour, responses and concentration during lessons.
- 5 To maintain a home/school liaison record if required.
- 6 To supervise students at break times if required.
- 7 To assist with the identification and assessment of students with Additional Educational Needs (AEN).
- 8 To assist with the development and production of IEP/IBP targets, and their monitoring/evaluation.
- 9 To assist with the collation of information as required.
- 10 To assist INco with routine administrative tasks.
- 11 To assist subject teachers with the preparation of structured learning materials that are accessible and visually stimulating.
- 12 To differentiate instructions and resources, adapting materials as required.
- 13 To enable students to become better learners by prompting them to stay on task.
- 14 To assist in raising the self esteem of students by taking an interest in their work and extra-curricular activities.
- 15 To assist subject teachers with the general management of students with behavioural difficulties.
- 16 To assist teaching staff to comply with all school policies.
- 17 To ensure that students with AEN have recorded homework accurately.
- 18 To assist students to develop organisational skills and ensure they are properly equipped for lessons.
- 19 To implement structured behavioural management programmes under the direction of INco, teachers or outside agencies.
- 20 To implement structured skills-based learning programmes under the direction of INco, teachers or outside agencies.
- 21 To attend meeting with staff, parents and outside agencies as required.
- 22 To attend training courses as required or necessary.
- 23 To assist with the preparation of classroom displays.
- 24 To provide First Aid support to the students and staff of the school in the absence of the school nurse or under her guidance at busy periods. Full training will be provided.