



Job Description

Post Title:	Teaching Assistant
Responsible to:	Learning Support Manager
Grade:	Grade 3 SCP 4 £14,889.85(FTE: £23,114)
Hours:	27.5 hours per week 8.35am – 3.05pm Mon-Fri Term time only (45.07 weeks) including Inset Days

Main Job Purpose

To facilitate students in becoming independent and resilient learners. The successful candidate will take an active role alongside other staff members in raising the educational achievement of the school.

Main responsibilities and duties

Support for Students

- To contribute to students learning experience by helping them to develop strategies to overcome and master their learning differences.
- To support students in their endeavour to reach their academic and social potential at Highcliffe school.
- To supervise and ensure students safety and behaviour during lessons including practical tasks.
- To work with individuals or groups of students to reach both academic and social educational goals.
- Provide professional, relevant and timely feedback on student's strengths, weakness, and progress in their education. This will include compiling evidence and completing relevant documentation.
- Be willing to support student's medical needs through training
- Be prepared to be flexible and adaptable.
- To support students in exams.

Support for the Teachers

- To undertake activities in the support of students as directed by colleagues including, teachers, SENDCo and other support staff.
- To assist both teaching and non-teaching staff in the preparation of differentiated resources and any other reasonable assistance in the support of students.
- To accompany students on out of school and extra-curricular activities, as appropriate.

- To pass on any observations that cause concern to the appropriate member of staff in accordance with school's Child Protection Policy.
- To provide assistance and expertise to both teaching and non-teaching staff in the delivery of intervention work and whole class activities appropriate to the needs of the students.
- To support and guide students in practical subjects in the supervision of equipment, with due regard to their health and safety, under the guidance of the class teacher.

Support for the School

- To be responsible for promoting equality of opportunity in accordance with relevant policies on Equal Opportunities and to offer services to all, regardless of gender, sexual orientation, age, marital status, disability, race colour, ethnic or national origin, religion or creed.
- To carry out other such duties as may be required from time to time, commensurate to the grade and qualifications of the post.
- To adhere to and follow the school's Safeguarding procedures in order to protect the safety of all children.

