



## St Mary's Catholic High School, Leyland

<b>JOB DESCRIPTION</b>																					
<b>Post Title:</b>	Teaching Assistant level 3																				
<b>Grade:</b>	6																				
<b>Car User:</b>	N/A																				
<b>Responsible to:</b>	Headteacher/SENDCo																				
<b>Staff Responsible for:</b>	N/A																				
<b>Hours:</b>	30 hours per week Term Time Only includes Inset days																				
<b>Hours of Duties:</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Monday</td> <td style="width: 15%;">8.40am</td> <td style="width: 15%;">to</td> <td style="width: 15%;">3.00pm</td> </tr> <tr> <td>Tuesday</td> <td>8.40am</td> <td>to</td> <td>3.00pm</td> </tr> <tr> <td>Wednesday</td> <td>8.40am</td> <td>to</td> <td>3.00pm</td> </tr> <tr> <td>Thursday</td> <td>8.40am</td> <td>to</td> <td>3.00pm</td> </tr> <tr> <td>Friday</td> <td>8.40am</td> <td>to</td> <td>3.00pm</td> </tr> </table> <p style="margin-top: 10px;">20 mins unpaid lunch each day</p>	Monday	8.40am	to	3.00pm	Tuesday	8.40am	to	3.00pm	Wednesday	8.40am	to	3.00pm	Thursday	8.40am	to	3.00pm	Friday	8.40am	to	3.00pm
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<b>School Mission Statement:</b>																					
<p>In line with the explicit aims within the School Mission Statement all employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. St. Mary's Catholic High School, Leyland places the highest value on the very positive and supportive relationships which exist between teachers and between teachers and pupils. Achievement Leaders are expected to set a positive example to others in this respect.</p>																					
<b>Job Purpose:</b>																					
<p>Expected to work with the teacher in a collaborative way, in meeting the personal, social and curriculum related needs of pupils, including those with special needs and/or bilingual needs, and to establish positive, supportive and constructive relationships with pupils, parents, carers and the wider community, and by contributing ideas and strategies. Will assist with the planning, delivery and evaluation of the curriculum and it's differentiation amongst pupils. Would be expected to:</p> <ul style="list-style-type: none"> <li>plan and implement teaching and learning activities to individuals and groups to undertake supervisory cover for classes as appropriate.</li> <li>establish supportive and constructive relationships with pupils, parents, carers and the wider community</li> </ul>																					
<b>Main Activities:</b>																					
<p><b>In addition to the following duties, the post holder may be required to undertake any of the duties normally associated with a lower graded Teaching Assistant post</b></p> <p><b>Support for Pupils</b></p> <ol style="list-style-type: none"> <li>1. To work collaboratively with the teacher in the planning, development, delivery and evaluation of the effectiveness of the curriculum for pupil(s) and to differentiate curriculum content according to the needs of pupil(s).</li> </ol>																					

2. To plan and implement specific programmes with individual pupils or groups appropriate to the developmental needs of individual children throughout different curriculum areas.
3. To be fully involved in the planning and development, of independent social and interpersonal skills and to undertake activities to support the personal, social and emotional needs of pupil(s).
4. To assist in the devising of pupil's individual targets and their monitoring and review.
5. To support pupils as part of a planned inclusion programme.
6. To develop positive relationships with pupils and staff to assist pupil progress and attainment.
7. To monitor and record pupil progress on a regular basis and to prepare reports as required.
8. To assist in the specific medical/care needs of pupils when specific training has been undertaken.

### **Support for the Teacher**

1. To monitor individual pupils' progress and to report on pupils needs, achievements and concerns.
2. To assist in pupil supervision and the management of pupil behaviour.
3. To undertake classroom administrative tasks including the maintenance of records.
4. To provide ideas, resources and learning strategies for lessons
5. To liaise with parents, carers and outside agencies, where appropriate.
6. To undertake arrangements for out of school learning activities, for example, pupil work experience.
7. Undertake marking of pupils work and recording of achievement.
8. Administer tests and assist in the invigilation of exams. 9. Assist in the supervision of children on trips/visits.

### **Support for the School**

1. To assist in providing a purposeful, orderly and supportive environment for learning.
2. To support the promotion of positive relationships with parents, carers and outside agencies.
3. To work within school policies and procedures.
4. To attend staff training/meetings as appropriate.
5. To take care for their own and other people's health and safety.
6. To liaise with the School's appropriate person with regard to the ordering supplies and equipment
7. Monitor and manage stock, if necessary within an agreed budget, cataloguing resources and undertaking audits as required.
8. To be aware of the confidential nature of issues related to home/pupil/teacher/school work.
9. Assist in the supervision, training and development of other members of staff.
10. To undertake cover supervision for whole classes.

**Support for the Curriculum**

1. To be familiar with the content of the school curriculum.
2. To assist in the delivery of appropriate programmes of work.
3. To support the use of ICT in learning activities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

**Health and Safety:**

All employees have a responsibility for their own health and safety and that of other when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

**Safeguarding Commitment:**

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults

**Customer Focus:**

We put our customers' need and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

**Skills Pledge:**

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and/or numeracy if they do not have one already.

Signed \_\_\_\_\_ Dated \_\_\_\_\_