

## Job Description

<b>Post Title:</b>	<b>Teaching Assistant 3 : Curriculum Support</b>
<b>Post Holder:</b>	
<b>Responsible to:</b>	Head of designated curriculum area/s
<b>Liaising with:</b>	<b>Headteacher, SLT, Head of Inclusion, all teaching &amp; support staff as required</b>
<b>Working Time:</b>	30 hours
<b>Salary Grade:</b>	<b>Grade 4</b>

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### General Responsibilities

To assist in promoting the learning and personal development of all students, including, but not exclusively, those with special educational needs through in class support, withdrawal groups, off site activities and administrative tasks.

To undertake the planning, preparation and delivery of specialist programmes for such as; literacy, behaviour management and study support.

To provide up to 30% cover for whole classes.

This post works across both sites and flexibility to vary working pattern according to the needs of the School is required.

It is a requirement of the post that the postholder holds a First Aid Certificate

To carry out Lunchtime Supervision duties as directed.

Each member of staff has a responsibility towards their own professional development and that of those they are accountable for.

The specific responsibilities described are subject to annual review by the Headteacher.

### Specific Responsibilities

1. To provide learning support for curriculum areas
2. To contribute to the learning & teaching for curriculum areas
3. To provide learning materials for curriculum areas
4. To support students within curriculum areas either individually, or in groups or through whole class teaching as directed
5. To provide administrative support for curriculum areas
6. To cover for absent colleagues as required
7. To assist in the induction and training of new TAs
8. To support teaching staff & other support staff in the preparation of IEPs & Annual Review papers
9. To establish professional learning relationships with students
10. To support students in developing social and organisational skills both in and out of the classroom
11. To assist students to write and record their ideas, providing alternative means of recording ideas where appropriate
12. To read texts to students, ensuring they have access to written materials provided for the subject
13. To liaise with teachers and assist in planning for student's needs, preparing materials and activities for lessons as instructed
14. To mark routine classwork & homework tasks as directed
15. To use the school system for recording students' needs and progress
16. To provide regular feedback on students' learning and behaviour to the Head of Faculty & class teachers
17. To accompany students on educational visits & actively support the Group Leader
18. To know and apply school policies on Child Protection, Health & Safety, Behaviour, Learning & Teaching, Equal Opportunities etc.
19. To maintain confidentiality at all times
20. To undertake any such reasonable duties as requested by the Head of the designated curriculum area/s

**Other Specific Duties:**

To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example

To actively promote the School's corporate policies

To continue personal development as agreed

To engage actively in the performance management review process

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers

Employees are expected to adhere to the School dress code presenting a professional image to students, parents, governors and the wider community

The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Headteacher :..... Date: .....

Postholder:..... Date:.....