

JOB DESCRIPTION

Title of Post	Teaching Assistant Level 2
Grade	Scale 2, Points 10 to 13 37 hours per week for 39 weeks per year (term time only)
Responsible to	Special Educational Needs Co-ordinator

Purpose of the Post

To provide significant support for students with complex learning and behaviour needs.

Key Outcomes Identified

To ensure identified pupils gain full access to the learning opportunities at All Saints Catholic High School.

Key Tasks to Achieve Outcomes

Support for Pupils

- Support pupils with learning, behaviour, communication needs
- Promote pupils' social and emotional development
- Support for pupils with sensory and/or physical impairment
- Help pupils to develop literacy/numeracy skills

Support for the Teacher

- Contribute to the management of pupil behaviour
- Observe and report on pupil performance
- Contribute to the maintenance of pupil records
- Contribute to the planning and evaluation of learning activities
- Contribute to the development and monitoring of IEPs/Learning Support Plans

Support for the Curriculum

- Help pupils access the curriculum
- Support the use of ICT in the classroom
- Prepare and maintain resources and equipment as directed and assist pupils in their use

Support for the School

- To contribute to the overall ethos and aims of the school
- To comply with the policies and procedures of the school
- To attend relevant meetings as required
- Accompany teaching staff and pupils on visits, trips, out of school activities as required
- Any other related duties as they may arise
- Liaison with parents as required

Qualifications and Experience

- Experience of working with children with learning and behaviour needs is essential
- Ongoing training will be provided as necessary