

# Job Description

<b>Title of Post</b>	Teaching Assistant Level 2
<b>Grade</b>	Scale 2, Points 10 to 13 33.5 hours per week for 39 weeks per year (term time only) 8.00 am – 4.00 pm Monday 8.00 am – 3.00 pm Tuesday to Friday 30 minute unpaid lunchbreak per day
<b>Responsible to</b>	SEND Manager

## 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

### **Indicators of Performance**

- Students with SEN needs (learning or physical) are able to access the curriculum
- Students with SEN needs (learning or physical) are able to access learning and social opportunities within the school day