



### JOB DESCRIPTION

<b>Post title</b>	Temporary Part-Time Teaching Assistant
<b>Responsible to</b>	SENCO
<b>Salary</b>	Single Status Grade 2/3 dependent on experience
<b>Main Purpose of the Job</b>	Support individual and groups of pupils with special educational needs
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Support, motivate and encourage pupils with their work and behaviour for learning, according to their needs, and to ensure the inclusion of pupils with identified SEN. Help to raise pupils' self-esteem and confidence.</li> <li>• Work co-operatively with the SENCO, SEN Administrator and subject staff, concerning the management and support of pupils with SEN.</li> <li>• Provide general classroom assistance, as appropriate, and differentiate resources when requested by the subject teacher.</li> <li>• Assist with monitoring, assessment and recording of pupil achievements, behaviour, performance and development.</li> <li>• Offer support to SEN pupils at lunchtime and some after-school sessions.</li> <li>• Liaise with parents/carers under the guidance of the SENCO and SEN Administrator, and assist with home/school communication.</li> <li>• Support pupils in accessing the whole curriculum of the school.</li> <li>• Undertake training as appropriate.</li> <li>• Uphold school policies and promote positive pupil behaviour.</li> <li>• Any other reasonable task as requested by the Principal.</li> </ul>

**This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.**

**St Richard's is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake a Disclosure and Barring Service (DBS) enhanced clearance check.**