



## JOB DESCRIPTION

<b>Post title</b>	Teaching Assistant
<b>Responsible to</b>	SENCO
<b>Salary</b>	Single Status Grade 3
<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, Learning Support Coordinator and subject staff, concerning the management and support of pupils with SEN.</li> <li>• Provide general classroom assistance or one to one support, 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 Learning Support Coordinator 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.**