



St Mary's Catholic High School, Leyland

JOB DESCRIPTION				
Post Title:	TA2A			
Grade:	4 SCP 4 to 6			
Car User:	N/A			
Responsible to:	SENDCo			
Staff Responsible for:	N/A			
Hours:	25 hours per week (Term Time Only)			
Hours of Duties:	Monday	9.05am	to	3.00pm
	Tuesday	9.05am	to	3.00pm
	Wednesday	9.05am	to	3.00pm
	Thursday	9.05am	to	3.00pm
	Friday	9.05am	to	3.00pm
	55 mins unpaid break and lunch each day – Opportunity to complete lunch duties for additional pay			
School Mission Statement:				
In line with the explicit aims within the School Mission Statement all employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. St. Mary’s Catholic High School, Leyland places the highest value on the very positive and supportive relationships which exist between teachers and between teachers and pupils. Achievement Leaders are expected to set a positive example to others in this respect.				
Job Purpose:				
Under the teacher’s clear guidance, in respect of their work with individuals or small groups, to support the education, personal and social development of pupils in the class including those with special needs and/or bilingual needs and to establish positive relationships with pupils and assist them to complete structured learning activities. The role would be to ensure pupils remain on task and to report progress to the teacher.				
Main Activities:				
• To support children in the classroom environment working alongside the class teacher. • Keep records of intervention strategies and progress made by pupils. • To support CPD to all staff on teaching strategies for students with various needs • To understand all elements of needs and differentiate teaching strategies to meet the needs of these learners. • To update the ‘Pupil Passports’ on a half termly basis. • To update the ‘Provision Maps’ programme as appropriate. • To provide the SENDCO with weekly updates on students. • To contribute to the termly SEND newsletter. • Track and update medical records for students • Understanding of medical needs and how these can impact classroom learning • 1:1 student support – particularly of pupils with SEMH • Undergo additional training including first aid				

Equal opportunities:

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and Safety:

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

Safeguarding Commitment:

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults

Customer Focus:

We put our customers' need and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

Skills Pledge:

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and/or numeracy if they do not have one already.

Employee's Signature: