



JOB DESCRIPTION

POST TITLE: Teaching Assistant Level 3

GRADE: Level 3, Scale Points 19-24 (£14,630 – 17,527)

HOURS: 37 hours per week, 39 weeks per year (term-time + 5 inset days)

REPORTING TO: SENCO

PURPOSE AND SCOPE OF POST

To provide support to pupils with special needs within the learning environment both individually and in small groups with the guidance and support of the SENCO and the classroom teacher.

PRINCIPLE DUTIES AND RESPONSIBILITIES

1. Help with classroom resources and contribute to the maintenance of pupil records
2. Help with care and support of pupils including medical needs where appropriate and contribute to the management of pupil behaviour
3. Provide effective support for colleagues and assist in preparing and maintaining the learning environment
4. Provide support for learning activities e.g. Numeracy, Literacy and ICT within the classroom
5. To establish and maintain relationships with individual pupils and groups
6. Help pupils access the curriculum whilst developing their numeracy and literacy skills
7. Observe and report on pupil performance and contribute to the planning and evaluation of learning activities
8. Provide support for bi-lingual/multi-lingual pupils and pupils with communication and interaction difficulties

9. Support pupils with behavioural, cognition, emotional, learning difficulties and development needs
10. Provide support for pupils with sensory and/ or physical impairment
11. To contribute to the health, wellbeing, safety and security of pupils
12. Review and develop own professional practice, undertake training as required
13. Administer minor first aid
14. To establish and maintain relationships with individual pupils and groups promoting their social and emotional development
15. Liaise effectively with other professionals and parents as necessary
16. Contribute to the maintenance of a safe and healthy working environment
17. To undertake such additional duties as are reasonably commensurate with the level of this post.

The particular duties and responsibilities attached to the post are of necessity in many cases, somewhat difficult of detailed definition, and may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Changes outside this description will only be made after consultation with the objective of reaching agreement with the post holder and will be recorded on the post holder's job description. If however, after consultation the post holder is not in agreement with the proposed change, they will be able to use the grievance procedure.

This School is fully committed to Safeguarding Children and requires ALL staff to support the effective implementation of our child protection policies.

The advertised position is a Teaching Assistant Level 3 initially supporting a pupil with Downs Syndrome at KS4. Therefore particular areas of focus within the role will be:-

- Working in partnership with teachers to help develop and deliver differentiated curriculum/course material, set and monitor progress of the pupil against appropriate and stretching targets and to provide feedback on their specific learning style, areas of difficulty and successes
- Being conscious of and make appropriate allowances for the specific support requirements of a pupil with Downs Syndrome (e.g. a level of visual impairment makes taking notes from a whiteboard particularly challenging, children with Downs Syndrome are visual learners and inveterate copiers, children's level of comprehension is often above their communications ability);
- Helping the pupil to develop social skills, age-appropriate behaviour, friendships and communications
- Designing strategies with teachers and staff to help the pupil develop independence and positive self-esteem
- Acting as champion for the pupil within school (e.g. sourcing age-appropriate materials)

APPLICATION PROCEDURE

Application should be made through the attached application form, supported by a curriculum vitae if wished.

Prospective candidates should note that there is a no smoking policy at the school.

In order to reduce costs, I am afraid that there will be no acknowledgement of your application form unless a stamped self-addressed postcard is included with your application. For the same reason, unsuccessful candidates who do not attend for interview are not informed of the outcome of the selection process unless they wish to contact the school personally. We do however, thank you for taking an interest and requesting information.

Applications must be made on the enclosed standard application form, which should be returned by 3.15pm 4th July 2008 to Mrs A Laing, Business Manager, Bridgewater High School, Broomfields Road, Appleton, Warrington, Cheshire, WA4 5AE. Please mark your envelope Learning Mentor.