



The Redhill
Academy

Job Description

Job Title:	Teaching Assistant – Maternity Cover
Location:	The Redhill Academy
Salary:	The Redhill Academy Trust Pay Scale Band 7, SP 32-36 £19,843 - £21,904 (fte) pro rata £16,713 - £18,449 (Actual salary paid)
Hours of Work:	32.5 per week, Term-time only
Responsible to:	Senior Teaching Assistant
Post Objective:	The Teaching Assistant will support students, parents, teachers and the school to establish a supportive and nurturing learning environment in which students with Special Educational Needs and Disabilities (SEND) make good academic progress and can participate in activities across the Academy.

Main Duties and Responsibilities:

Classroom Support

- Plan and deliver small group tutoring or catch-up programmes
- Plan and deliver one-to-one tutoring or catch-up-programmes
- Assist classroom teachers in their work in ensuring that students with Special Educational Needs and Disabilities make good progress and participate in lessons
- Encouraging acceptance and inclusion of students with Special Educational Needs and Disabilities and promoting individual students' self esteem
- Act as a Key Worker for some students with Special Educational Needs and Disabilities by retaining an oversight of their progress and participation and communicating with parents / carers
- To undertake break time and lunchtime duties as directed.
- Be aware of confidential issues linked to home/student/teacher/school work and to keep confidences as appropriate
- Act as a reader/scribe in examinations for any student with access requirements.
- To provide intimate/personal care for students if required – training will be provided.



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Resources/Administration

- Work with the Senior Teaching Assistant and subject teachers to ensure that teaching and resources are differentiated – helping prepare resources as necessary
- Observe, record and feedback information on student performance
- Act in line with the Academy's policies and procedures.
- Assist teaching staff in the smooth transition between educational phases.

General

- Attendance at staff meetings and INSET activities where relevant.
- Provide pastoral care to students through the House Pastoral Tutor system as a form tutor / co-tutor
- To uphold and actively support the Academy's policies and procedures.
- Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the provision that normally any changes of a permanent nature shall be incorporated into the job description in specific terms
- Manual handling if required – training will be provided