



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.



The Redhill Academy

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