**Job Description**

Job Title: Teaching Assistant

Location: Park Vale Academy

Salary: The Redhill Academy Trust Pay Scale Band 7, SP 32-36

£19,312 - £21,318 (fte) pro rata

£16,267 - £17,956 (Actual salary paid)

Hours of Work: 32.5 per week, Term-time only

Responsible to: Lead TA & SENCO

Post Objective: The TA will support pupils, parents, teachers and the school to establish a supportive and nurturing learning environment in which students with special educational needs 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 education needs make good progress and participate in lessons
* Encouraging acceptance and inclusion of the child with special needs and promoting individual students’ self esteem
* Act as a Key Worker for some students with special educational needs by retaining an oversight of their progress and participation
* To undertake break time and lunchtime duties as directed.
* Be aware of confidential issues linked to home/pupil/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.

Resources/Administration

* Work with the Lead TA and subject teachers to ensure that teaching and resources are adjusted in line with Individual Pen Portraits – helping prepare resources as necessary
* Observe, record and feedback information on student performance
* Provide administrative support to Academy staff by ensuring teaching resources are prepared to an excellent standard and on time for classroom use
* Acting in line with the Academy’s policies and procedures.
* Assist the teaching staff in the smooth transition between educational phases.

General

* Attendance at staff meetings and INSET activities where relevant.
* To uphold and actively support the provision’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