



## Job Description

<b>POST HOLDER</b>	<b>Teaching Assistant (Level 2)</b>
<b>ACCOUNTABLE TO</b>	The Teaching Assistant will report directly to the Head of Learning Support/Assistant Headteacher and will work under the direction of the Headteacher and other members of the School Senior Leadership Team on specific aspects of the role.
<b>SALARY/SCALE</b>	<ul style="list-style-type: none"> <li>Salary NJC Scale B3, SCP 7 – 11, £25,584 to £27,269</li> <li>Actual salary £19,285 - £20,556 per annum</li> </ul>
<b>DETAILS OF POST</b>	<ul style="list-style-type: none"> <li>Permanent, 32.5 hours per week, term time only (38 weeks) plus 5 additional days to be agreed with your Line Manager.</li> <li>8.45am to 3.45pm Monday to Friday.</li> <li>30-minutes unpaid lunch break.</li> <li>Main place of work St. John Fisher, Harrogate.</li> </ul>
<b>JOB PURPOSE</b>	<p>The Teaching Assistant is responsible for:</p> <ul style="list-style-type: none"> <li>To support the education, personal and social development of students with additional needs under the teacher's clear guidance.</li> <li>To work with individuals and small groups and establish positive relationships with students and parents.</li> </ul>
<b>MAIN DUTIES / KEY TASKS</b>	<ul style="list-style-type: none"> <li>To implement programmes of structured learning activities and to assist individuals/group of students under the clear guidance of the teacher.</li> <li>To support students with their individual needs and implement related personal programmes either in the classroom, in small groups or 1:1.</li> <li>To encourage students to develop their independence.</li> <li>To assist in the devising of student's individual targets, personal support plans and contribute to their monitoring and review.</li> <li>To assist in the delivery of educational and vocational programmes and assist in transition.</li> <li>To support the promotion of positive relationships with parents, carers and outside agencies.</li> <li>To assist in the production of learning resources and to provide information to the class teacher to assist in the planning of work programmes</li> <li>To administer routine tests and assist in the invigilation of exams.</li> <li>To undertake break and lunch time duties within working hours as required.</li> </ul>

	<ul style="list-style-type: none"> <li>• To be aware of the confidential nature of issues related to home/student/teacher/school work.</li> <li>• To ensure all students have equal access to opportunities to learn and develop.</li> <li>• To participate in training and other learning activities and performance development as required.</li> <li>• To ensure all students have equal access to opportunities to learn and develop.</li> </ul> <p>There may be a need to occasionally work outside of school hours and off school premises, as required by the school.</p> <p>The above is not exhaustive and the post holder is expected to carry out other additional tasks as reasonably expected and required.</p>
<p><b>OTHER RESPONSIBILITIES</b></p>	<ul style="list-style-type: none"> <li>• Carry out student supervisory duties during the lunchtime period in accordance with the school rota.</li> <li>• Carry out any other duties as may be reasonably required or directed by the Assistant Headteacher, Headteacher and members of the Senior Leadership Team.</li> <li>• To undertake First Aid at Work training and act as a First Aider.</li> <li>• Assist with / attend school trips, visits and out of school activities as required to supervise students.</li> <li>• To undertake invigilation duties as required.</li> <li>• Ensure that your conduct within and outside of St John Fisher's does not conflict with the school's Catholic ethos and organisational expectations.</li> <li>• Observe standards of appearance appropriate to this professional environment.</li> <li>• Co-operate with all staff in maintaining harmonious inter-personal relationships, internally and externally. St John Fisher expects all staff to treat others with respect and courtesy.</li> <li>• Maintain confidentiality in all matters</li> <li>• To contribute to the overall ethos, work and aims of the school.</li> <li>• Comply with the school's approved policies and procedures</li> <li>• To attend relevant meetings as required.</li> <li>• To participate in training and other CPD opportunities and Performance Management as required.</li> <li>• There may be a requirement to undertake statutory training and to be paid overtime outside of normal school hours on occasion with due notice.</li> </ul>

	<ul style="list-style-type: none"> <li>• <i>To be fully aware of and understand the duties and responsibilities with regards to child protection and safeguarding in schools and attend appropriate whole school staff training as and when required</i></li> </ul>
--	---

**VARIATION IN ROLE**  
 Given the dynamic nature of the role and structure of St. John Fisher, it must be accepted that, as the school's work develops and changes, there may be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the post holder.

<b>Signed:</b>	<b>Date:</b>
<b>Name:</b>	