

## BALCARRAS SCHOOL JOB DESCRIPTION

<b>JOB TITLE:</b>	Teaching Assistant Apprentice Level 3
<b>SALARY:</b>	£13,201.00
<b>HOURS:</b>	37 Hours per week, 8.30am – 4pm (flexibility is required)
<b>TRAINING:</b>	Workplace training plus attendance at college one day a week
<b>RESPONSIBLE TO:</b>	Head of Individual Learning

.....

### GENERAL INFORMATION

#### MAIN DUTIES AND RESPONSIBILITIES:

##### Supporting the teacher

- Plan for particular pupils
- Assist in the differentiation of materials
- Give feedback
- Assess and record achievement
- Model good practice
- Assist in setting targets
- Communicate information effectively with teachers and liaise with SENDCO

##### Supporting the pupils

- Ensure access (including physical access) to the full curriculum
- Be aware of the difficulties faced by pupils
- Recognise the need to make adjustments to planned activities to enable access
- Provide focussed support and resources
- Provide immediate and relevant feedback, praise and encouragement
- Assist in the educational and social development of the pupils
- Build motivation, confidence and self-esteem
- Promote independent learning and life skills
- Promote appropriate behaviour and discipline through positive interactions
- Support pupils who have pastoral/medical difficulties
- Take action to meet pupils' personal needs to avoid undue physical or mental stress
- Liaise with professionals: speech therapist/physiotherapists/school nurse etc.
- Attend Annual Review meetings and/or provide feedback for EHCP pupils
- Communicate effectively with parents if necessary
- Accompany class/school trips
- Support pupils in exams, either in groups or individually

## Supporting the curriculum

- Gain understanding of the school curriculum terminology and general school procedures
- Acquire knowledge of schemes of work including vocabulary
- Implement and evaluate the methods and strategies outlined in the Pupil passport / EHCP
- Enable pupils to achieve the intended outcomes
- Add value to learning and identify the progress pupils make in the lesson

## PERSONAL AND PROFESSIONAL REQUIREMENTS

- Caring demeanour with good communication skills
- Ability to work on own initiative
- Ability to work smoothly and harmoniously with other members of staff
- Ability to work under pressure and remain cheerful and composed
- Ability to deal competently and diplomatically with requests
- GCSE Maths and English A-C or equivalent qualifications
- DBS Check

## PRINCIPAL CONTACTS:

All levels of teaching and support staff, pupils, parents, governors, contractors, and external bodies.

.....  
This job description sets out the main duties of the post at the date shown below. Such duties may vary from time to time without changing the general character of the post or level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Closing Date for applications: **Monday 8<sup>th</sup> August 2022**

.....