

**ALL HALLOWS CATHOLIC SCHOOL
and SIXTH FORM COLLEGE**

JOB DESCRIPTION: TEACHING ASSISTANT

JOB PURPOSE

To assist learning and teaching within the Learning Support Department at All Hallows.

RELATIONSHIPS

The post holder is primarily responsible to the SENCO, but may also receive guidance and instruction from relevant Heads of Department, the Deputy Headteacher, and the Headteacher. The post holder will also receive guidance and support from the SEN Administrator.

All staff of All Hallows Catholic School should endeavour to maintain the Catholic character of the school in accordance with the directions given by the Governors and subject thereto, the directions given by the Headteacher.

OVERALL RESPONSIBILITIES

The main responsibilities of the Post Holder are as follows:

- To assist students with specific learning needs in various subjects at All Hallows under the direction of the SENCO.
- To assist in providing support to individuals and small groups of students as required.
- To contribute towards creating learning experiences for the students in accordance with the published mission statement and aims of the school, maintaining departmental policies on methodology, homework, assessment and reporting which reflect these aims.
- To assist in the preparation of materials for teaching.
- To participate in appropriate departmental meetings.
- Such other duties as required by the SENCO as will benefit the school and the post holders professional development.

ADDITIONAL RESPONSIBILITIES

The Post Holder may be requested to assist with other activities such as:

- Undertaking one-to-one tuition with targeted students.
- Attending on and off-site training activities as required.
- Assisting with non-class based activities such as trips, awaydays, sports activities etc.
- Assisting with form groups and liaising with parents / guardians as required.

The Post holder may be required to carry out other tasks or duties as reasonably requested by the Head of Department or Headteacher from time to time.

HEALTH AND SAFETY:

The person appointed must at all times work within the requirement of the Health and Safety at Work Act 1974, current Health and Safety legislation and the School's and LA's policies and procedures.

All members of staff are expected to maintain an appropriate professional appearance in accordance with the agreed guidelines published in the Staff Handbook.

GENERAL

This job description is not necessarily a comprehensive description of the post, and may be reviewed and amended at any time in consultation with the post holder. The post holder will be expected to participate in appropriate staff training and development activities.

NOTE

In the event of any disagreement concerning this job description, the matter should be raised with the Headteacher.

Contracts and Administration are organised through the School Bursar and her team.