



## Job Description

<b>Post:</b>	Level 3 Teaching Assistant (Addenbrookes)
<b>Grade:</b>	Level 3 SCP 7-11 Starting salary £12,179.70 per annum, pro rata (FTE £20,092)
<b>Location:</b>	Addenbrooke's Learning Centre (ALEC), Pilgrim Pathways School, CUH, Cambridge
<b>Start Date:</b>	As soon as possible.
<b>Hours:</b>	30 hours per week over 5 days, term time only (39 wks/yr)
<b>Contract:</b>	Permanent
<b>Reports to:</b>	Teacher in Charge

### Job Purpose:

- To take a proactive role in the support of the educational, social and emotional needs of the pupils
- To assist with keeping meticulous records and assisting with communication with parents, medical colleagues and other agencies
- To work under the guidance of the Teacher in Charge to support teaching and learning at the Pilgrim Pathways School
- To provide general support for teaching staff in the management and organisation of the pupils in the classroom
- To promote the inclusion of all pupils ensuring they have equal access to opportunities to learn and develop.
- To be responsible for promoting and safeguarding the welfare of the children and the young people within the Pilgrim Pathways School.
- To build nurturing and supportive relationships with hard-to-reach, vulnerable young people.

### Accountabilities:

#### Support for the Pupils

- Establish and maintain supportive relationships with individual pupils and small groups to ensure they understand and can achieve the tasks.
- To deliver pastoral and learning support as directed by the TIC.
- To provide support for pupils to broaden and enrich their learning.
- Take responsibility for delivering learning activities to individuals and groups, tailoring the learning approach as agreed with the teacher in charge.

#### Support for the curriculum

- Support the school curriculum.
- Provide targeted support to enhance learning and improve attainment.
- Provide additional tuition for pupils who need extra support.
- Arrange and deliver special classes for pupils to improve the range or quality of subjects offered as agreed.

#### Support for the teachers

- Support with the administrative duties of the Teacher-in-charge.
- Support for all teaching staff in the preparation of materials.
- To keep the classroom and resources organised and help with displays of work.

**Liaison:**

- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
- Liaise with health staff on site as relevant

**Professional Development:**

- Regularly review the effectiveness of your teaching and its impact on pupils' progress, attainment and well-being, refining your approaches where necessary, responding to advice and feedback from colleagues.
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the Pilgrim Pathways School or as developed as an outcome of your appraisal.

**Other Specific Duties:**

- To be aware of and comply with the policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.
- To contribute to the overall ethos and vision of the Pilgrim Pathways School.
- Work effectively as part of a team.
- To undertake other duties appropriate to the grading of the post as required.