



T.A Job Description

Post:	Level 3 Teaching Assistant
Grade:	Level 3 SCP 7-11
Location:	Pilgrim Pathways School, Ida Darwin, Fulbourn and Addenbrookes Hospital, Hills Road, Cambridge
Start Date:	1 September 2024
Hours:	30 hours per week over 5 days, term time only (39 wks/yr)
Contract:	Fixed Term (12 months)
Reports to:	Teacher in Charge

Job Purpose:

The role of Teaching Assistant enables students to work towards overcoming their barriers to learning caused by a physical or mental illness. They bridge academic and pastoral support roles ensuring that individual students participate more effectively in their own learning and prepare them well for adult life and independent living. The barriers to learning can be wide ranging and often very personal to the individual student. Teaching Assistants help to support the young people while they are ill to overcome these issues and help them to identify what it is getting in the way of their learning.

- To work in partnership with the Teacher in Charge/Specialist Teachers to support and enable young people with communication and management needs.
- To work flexibly within the school day to assist in the smooth running of the school.
- To assist the teacher in creating and maintaining a purposeful, orderly and supportive learning environment.
- 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, ill young people.
- To work as appropriate, with ward staff, to facilitate smooth running of the ward.

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 Teacher In Charge.
- 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.
- To support students with challenging behaviour and behaviour management in line with school and centre policy.
- To establish and develop productive working relationships with students acting as a role model and developing 1:1 mentoring arrangements and providing support for students.
- To work with pupils, understanding how to motivate and encourage them to develop and achieve.
- To work with the Teacher in Charge to develop and implement IEP's and behaviour mentoring plans.
- To promote the inclusion and acceptance of all students within the classroom. Encourage students to interact and work co-operatively with others and engage in activities.

- To work with small groups of children or individually and to be responsible towards their learning as directed by the class teacher.
- To contribute updates during handover, as and when appropriate.
- To support students in mixed ability groups or individually ensuring that they understand tasks and learning objectives.

Support for the curriculum

- Within an agreed system of supervision, to deliver learning and teaching activities and adjust these when necessary.
- To use and prepare specialist equipment, plans and resources necessary to support learning activities, taking into account pupils interests, language and cultural background.
- To assist with the development of Literacy, Numeracy and ICT skills and to support their use in learning activities.
- To support the delivery of PHSE, (Physical, Health, Social Education).
- Provide targeted support to enhance learning and improve attainment.
- Provide additional tuition for pupils who need extra support.

Support for the teachers

- Within an agreed system of supervision, to work with the Teacher to develop lessons, work plans and the classroom environment.
- To assess, feedback and record the achievements and progress of students through agreed monitoring systems.
- To support the classrooms behaviour management strategies, working with the Teacher. To be proactive in managing behaviour and promote self-control, independence and reintegration.
- Support student transitions from the unit to the classroom.
- To accompany Teachers and classes on educational visits.
- Support for all teaching staff in the preparation of materials.
- To undertake whole class activities occasionally, under the direction of the class Teacher and for short periods of time.
- To assist the Teacher in Charge with exams, which includes invigilating.
- To assist with administration duties for the class.

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.
- Within the agreed system of supervision to facilitate learning during short periods of time, where there are planned meetings.
- 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 across the 4 centres as needed.
- To attend and participate in regular meetings and in training and other activities as required.

- To undertake other duties appropriate to the grading of the post as require
- To travel across all sites where The Pilgrim Pathways School delivers education