**Job Description**

**Post:** Teaching Assistant – Level 3

**Grade:** Level 3 SCP 7-11

**Location:** Darwin Unit,Pilgrim Pathways School, Fulbourn

**Start Date:** As soon as possible

**Hours:** 27hrs per week over 5 days, term time only (39 wks/yr)

**Contract:** Permanent

**Reports to:** Teacher in Charge

**Job Purpose:**

* To take a proactive role in the support of the educational, social and emotional needs of the pupils.
* 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, small groups and parents/carers to ensure they understand and can achieve the tasks.
* To deliver pastoral and learning support.
* 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.
* Actively promote nurture group principles.
* 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 require