



# St Bernard's Catholic High School

— Part of the Mater Christi Multi Academy Trust —

## ST BERNARD'S CATHOLIC HIGH SCHOOL

*In order to fulfill our mission, the Governors of St. Bernard's Catholic High School aspire for all our teachers to be graded at least GOOD. Teachers who have a performance management grade of satisfactory will have support to attain good, and those graded as good will have the opportunity to attain outstanding through coaching and other professional development opportunities.*

### TEACHING ASSISTANT JOB DESCRIPTION

#### 1. INTRODUCTION

1.0 NAME OF POST HOLDER:

1.1 SUBJECT AREAS: Inclusion Department

1.2 POST PURPOSE: Under the supervision of teachers/senior staff, undertake a range of varied tasks to support teaching, learning and care of SEND pupils by working with individuals or small groups either in or outside the classroom.

In addition, to discharge those duties in keeping with the Catholic Education Service (CES) contract of employment and the stated Mission of the School.

1.3 LINE MANAGER: HLTA

1.4 WORKING TIME - 27.5 hours per week Term Time only.

1.5 SALARY / GRADE: PCD5 Scale 6

1.6 DISCLOSURE LEVEL: Enhanced



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## 2. SPECIFIC RESPONSIBILITIES

- 2.1 Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupil's responses.
  
- 2.2 Support the teacher in monitoring, assessing and recording pupil progress and behaviour in order to contribute to the planning and evaluation of learning activities.
  
- 2.3 Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher.
  
- 2.4 Supervise pupils in Furness Hub at lunchtimes under the direction of the HLTA staff (as part of paid hours / contract).
  
- 2.5 To act as scribe and / or reader for pupils during internal or external examinations and assessments as required.
  
- 2.6 Teaching Assistants in this role may be expected to undertake at least one of the following:
  - a. Work with pupils with severe and complex learning difficulties and associated disabilities including those with challenging behavior contributing to the development of risk assessments, support plans etc.
  
  - b. Provide support and communication strategies as required eg PECs, signing, prescribed physiotherapy programmes, Team Teach, use of specialist aids and equipment.
  
  - c. In accordance with an agreed healthcare plan and following appropriate training as directed by the Headteacher undertake medically invasive techniques such as feeding through gastronomy tubes, use of nebulisers, oxygen administration, administration of medication.



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- d. Support pupil's social, emotional and physical wellbeing, reporting concerns to the appropriate person.
- e. Be aware of and comply with all school policies and procedures including code of conduct, child protection, health and safety, security, confidentiality and data protection, reporting all concerns to a nominated person.
- f. Encourage independent learning and promote inclusion of all pupils in and outside of the classroom and escorting and supervising pupils on educational visits and out of school activities.
- g. Select, prepare and clear away classroom materials and learning areas ensuring they are available for use, including developing and presenting displays.
- h. Share information about pupils with other staff, parents/carers, internal and external agencies, as appropriate.
- i. Within the context of school behaviour plans and policies, use initiative to deal with issues that arise and encourage pupils to take responsibility for their own behaviour.

## **3. RESOURCES**

- 3.1 Daily Maintenance.
- 3.2 Accessing some information.
- 3.4 Equipment and stock control.

## **4. SCHOOL ETHOS**

The governors of St. Bernard's would encourage all staff to be involved in enrichment activities in line with the ethos of the school, specifically:

- 4.1 To play a full part in the school community, to support its distinctive Mission and to encourage students to follow this example.



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- 4.2 To support the school in meeting its legal requirements for worship and to attend year or whole school acts of worship as requested.
- 4.3 To contribute significantly, where appropriate, to implementing the policies and practices of the school and to promote collective responsibility for their implementation.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The school will endeavor to make any necessary reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

## 5. SIGNATURES

This job description is current at the date below but will be reviewed on an annual basis and, following consultation, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

**Signed .....** **Dated .....**  
**(Employee):**

**Signed .....** **Dated .....** **(Line Manager)**