



CENTRAL LEARNING
PARTNERSHIP TRUST

JOB DESCRIPTION – ASSOCIATE STAFF

Post Title:	Level 2 Teaching Assistant
Scale:	Scale 4 Point 7 – 11 (CLPT 07 – CLPT11)
Responsible to:	Headteacher/Executive Headteacher
Responsible for:	N/A
Working hours /pattern/term:	32 hours per week Term time only
Location:	The postholder will be based at Westcroft School. The postholder may be required to work at another school in CLPT from time to time or for a specified period.
Disclosure level:	Enhanced
Post Purpose:	<ul style="list-style-type: none">• To work as part of a team within school to manage, co-ordinate and provide a complimentary service to existing teachers, welfare and guidance staff• To monitor and support the needs of students who require help to overcome barriers to learning both inside and outside the school, in order to achieve their true potential• To facilitate and encourage a learning experience which provides all students with the opportunity to achieve their individual potential• To contribute to raising standards of student attainment
Main Duties and Responsibilities:	<ul style="list-style-type: none">• To provide learning support for students• To contribute to planning and preparation of differentiated materials and programmes• To effectively track and monitor progress, maintain appropriate records and prepare thorough documentation for statutory reviews and inform teaching and learning• To liaise with teaching staff to ensure continuity of care and support for learning• To support pupils with intimate care as and when required

- To administer pupil medication as and when required
- To take part in the school's staff development programme by participating in arrangements for further training and professional development
- To promote and involve yourself in 'SPACE' programme opportunities
- To be actively involved in personalised behaviour management strategies
- To help to create a climate which enables teaching staff and students to develop and maintain positive attitudes towards learning.
- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school
- To promote the general progress and well being of all students.
- To work as a team to ensure the implementation of the school's welfare system
- To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff

Requirements of All Posts in CLPT:

The postholder is required to:

- Undertake a systematic study of practice with a consequent programme of self and professional development to ensure that the necessary skill, knowledge and understanding are kept up to date.
- Be aware of and comply with all school policies. In relation to child protection, health and safety, security, confidentiality and the Data Protection Act 1998 it is important that all staff keep up to date with current policies and any concerns are reported to the relevant named persons without delay.
- To play a full part in the life of the school community, to support its distinctive mission and the ethos.
- To undertake such other duties which may be regarded as within the nature of the duties and responsibilities for the grade of the post as defined and subject to any reasonable adjustments under the Disability Discrimination Act. Any changes of a permanent nature will be incorporated into the job description.

The school will endeavour to make any necessary reasonable adjustments to the post and working environment to enable access to employment opportunities for disabled post applicants or continued employment for any employee who develops a disabling condition.

The job description is current at the date shown, but following consultation with you, may be changed by management to reflect or anticipate changes in the post which are commensurate with the grade and job title.

Endorsement

I accept the specified job description

Name

Signed **Date**

