

JOB DESCRIPTION

Post title:	Teaching Assistant (HUB Unit)
Academy:	Academy 360
Reporting to:	HUB Manager
Salary/Pay range:	£19,312 FTE £16,367 Actual
Hours of work:	37 hours- Term Time Only

Purpose of Job

To work alongside the classroom teacher and other professionals, to help children learn and achieve more. This will involve providing learning and behavioural support to identified pupils.

This job description will be reviewed annually and is set in the context of the aims of the academy and the current academy improvement plan. Allocation of responsibilities may be amended after consultation.

Main Duties and Responsibilities

In carrying out all or any of the following tasks the job holder will be expected to pay due regard at all times to the Academy's stated policies. The job holder will be expected to carry out any reasonable task required which falls within the scope of the purpose of the post. The main tasks, which may change through natural development of the post, are:

- To liaise regularly with Line Manager, outside agencies and teachers in order to plan medium to long term curriculum provision for pupils;
- To meet with designated students on a daily basis so as to help prepare them for the forthcoming academy day;
- To provide in-class support;
- To liaise with parents;
- To provide, when necessary, lunchtime and break supervision of students.
- Any other duties as may reasonably be requested by the School Principal/HUB Manager. The above duties do not define or include all tasks required of the post holder. Duties and responsibilities may vary without changing the level of responsibility.

Health & Safety

- Ensuring that area of work complies with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health & Safety;
- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so.

Safeguarding

- Be aware and familiar with academy policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Taking appropriate action in accordance with academy policies and Keeping Children Safe in Education 2020 where required.