



Cardinal Wiseman

Catholic School

Part of The Romero Catholic Academy

JOB DESCRIPTION – HIGHER LEVEL TEACHING ASSISTANT, BEHAVIOUR, (THE GATEWAY)

<p>Purpose:</p>	<p>Under the direction of SENCO:</p> <ul style="list-style-type: none"> • Working within the Gateway team to improve the behaviour, attendance and outcomes of those students. • Undertake appropriate planning and preparation of lessons and courses for individuals within the Gateway Team. • Assess the development, progress and attainment of pupils. • Report on the development, progress and attainment of pupils to the Inclusion Manager as appropriate. • Use specialist skills to undertake those activities necessary to meet the physical and emotional needs of individuals and groups of children/young people, including those pupils with special educational, physical or emotional needs.
<p>Working Time:</p>	<p>Up to 37 hours per week, term-time only plus 5 training days (39 weeks)</p>
<p>Salary/Grade:</p>	<p>Scale 4 - £18,070-£20,138 p.a. pro-rata</p>
<p>Disclosure level</p>	<p>Enhanced</p>
<p>Key Responsibilities:</p>	<ul style="list-style-type: none"> • Supporting the behaviour, attendance and outcomes of a specified group of pupils who have been diagnosed with ASD. • To undertake duties that promote good behaviour across the school. • Work with the Gateway Team in planning, evaluating and adjusting lessons/work plans for individuals or groups of pupils as appropriate. • Implement agreed learning activities/teaching programmes using strategies in liaison with the Inclusion Manager, to support pupils to achieve learning goals. • Monitor and evaluate pupil's responses to learning activities through observation and planned recording of achievements against pre-determined learning objectives. • Provide objective and accurate feedback and reports as required, to the Inclusion Manager/SLT on pupil achievement, progress and other matters. • Establish productive working relationships with pupils providing feedback to them in relation to progress and achievement. • Manage, prepare and maintain equipment and resources for lessons and activities including the control of stock within The Gateway. • Undertake supervision and discipline of pupils within the procedures of the school/service, providing feedback to pupils. • Promote pupil independence in learning, social and mobility skills and employ strategies to recognise and reward achievement of self-reliance. • Ensure that pupils are able to safely use equipment and materials provided. • Provide support for local and national learning strategies. • Support the implementation of programmes designed by other professionals such as educational psychologists and speech and language therapists. • Liaise sensitively and effectively with other professional staff and when reporting information from/to parents/carers, contributing to meetings to discuss a specific child's progress as appropriate. • Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and pupil progress. • Assist the Inclusion Manager in monitoring and analysing records of pupils' progress.



Cardinal Wiseman

Catholic School

Part of The Romero Catholic Academy

	<ul style="list-style-type: none"> • Assist with whole-class cover, on an ad-hoc basis, to support the operational needs of the school. • Utilise ICT in learning activities and develop pupils' competence and independence in its use. • Assist at an appropriate level and within the school's protocols, with the provision of general care and welfare of pupils. • Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. • Support and contribute to the overall ethos/work/aims of the school. • Participate in personal and professional development activities to meet the changing demands of the job, and encourage and support other staff in their development and training. • Attend and participate in relevant meetings as required.
Responsible to:	SENCO/School Leadership Team
General Responsibilities:	<p>Health and safety You have a legal duty to take reasonable care of your own health and safety and that of others and you are expected to be familiar with, and adhere to the Academy/School's Health and Safety Policy.</p> <p>Child Protection/vulnerable adults statement The School/Academy is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.</p> <p>You will be expected to support this approach in the context of your role and to adhere to and ensure compliance with the school's Safeguarding policies and procedures at all times. If in the course of carrying out your duties you becomes aware of any actual or potential risks to the safety or welfare or children in the school s/he must report any concerns to the school's Designated Safeguarding Lead.</p> <p>School values Ensure your work, communication and approach conforms to the school values of the School and the wider Academy. Keep up to date, and comply with the School/Academy Rules, Policies and Procedures at all times, as detailed in the School Code of Conduct.</p> <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p> <p>Catholic Life To make a positive contribution to the wider life and ethos of the school in supporting the school in meeting its legal requirements for worship.</p> <p>Special Conditions Education is an ever-changing service and all staff are expected to participate constructively in schools activities and to adopt a flexible approach to their work.</p> <p>The job description will be reviewed annually during the performance review process and will be varied in light of the business needs of the school.</p> <p>The job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a</p>



Cardinal Wiseman

Catholic School

Part of The Romero Catholic Academy

	common occurrence and cannot of themselves justify a reconsideration of the grading of the post.
--	--

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

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

Effective: May-18