



ST CHRISTOPHER'S THE HALL

JOB DESCRIPTION

Post Title	Teaching Assistant
Post Holder	
Responsible To	Class Teacher

All members of staff employed by St Christopher's The Hall School are expected to uphold the school's vision and ethos on a daily basis through their professional conduct, as well as working in accordance with its aims and policies. The duties outlined in this Job Description may be modified to reflect or anticipate changes in the job, commensurate with the salary and job title.

Main Purpose of the Role: To work within one class and provide high quality support in class to pupils, 1:1 and small group settings. To be a flexible, supportive and a reliable team player, working with students and staff.

General Responsibilities

Key Responsibilities

- Liaise with the classroom teachers to support delivery of specific learning programmes set for groups and individual children
- Work with students on an individual and group basis to meet their educational, physical and social, emotional potential
- Contribute to the planning, monitoring, and providing feedback for specific students
- Assist the class teacher with the maintenance of student records as well as clerical/admin support (eg photocopying)
- Assist teachers with creating, making and implementing enriching and engaging learning activities
- Build and maintain successful relationships with students, whilst treating them with respect and consideration
- To assist in our wrap-around provision (SCAMPS), with mornings (7:30am) or afternoons (until 5:30pm) sessions.

IMPORTANT: SAFEGUARDING

St. Christopher's The Hall is committed to safeguarding and promoting the welfare of children. All applicants must be willing to undergo child protection screening appropriate to the post, including reference checks, and the successful applicant will be required to take the enhanced DBS check.

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy at all times. If, in the course of carrying out the duties of the post, the postholder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the school's Designated Safeguarding Lead or the Head.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.