

**MEOPHAM SCHOOL**  
**JOB DESCRIPTION**

**Teaching Assistant for the Nick Hornby Centre**

**Post Holder:**

**Pay and Conditions:**

**Hours:** 31 hours per week, 38 weeks per year

**Reports to:** Linda Hammond, Manager of the Nick Hornby Centre

**Responsible for:** N/A

**Key Roles (Job Purpose):**

To support the aims and ethos of Meopham School as a happy and caring school so that pupils can achieve their highest potential

**Key Tasks (Principal Accountabilities):**

Teaching and Learning

- To work under the direction and guidance of the lead person to support children with identified needs in their educational and social / behavioural development. This work may involve working with individuals, a small group of children or the whole class.
- To liaise with lead person regarding intervention outlined above and to prepare materials as directed.
- To work on the advice of outside agencies e.g. occupational therapists.
- To assist lead person in maintaining pupil records.
- To support with pupil management inside and outside the classroom.

Specific Responsibility

- To support children with an EHCP with a primary diagnosis of ASD.

Standards and Quality Assurance

- To attend INSET as identified by the lead person or by performance management.
- To be proactive in matters relating to health and safety.
- To set a good example in terms of dress, punctuality and attendance.

Other responsibilities

- To prepare and present displays of students' work.
- To assist in other clerical duties as requested which may include the preparation for meetings or photocopying.

- To understand the specific needs of the pupils within the Nick Hornby Centre and how to support them academically and emotionally.
- To attend relevant meetings.
- To undertake any other duties within capacity of job role as directed by the Head of Centre.

**Signed by Employee**.....

**Date**.....