

# CHILWELL SCHOOL

<b>Post title</b>	Teaching Assistant (Level One)
<b>Disclosure level</b>	Enhanced
<b>Salary and grade:</b>	Level 1 NJC Grade 3 £19,312 to £20,092 FTE
<b>TLR (If applicable)</b>	n/a
<b>Line manager/s:</b>	Assistant Head teacher - SENCO

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## **Main purpose of the job:**

- To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.
  - To support and supervise small groups of students with pre planned intervention sessions.
  - Support the aims and ethos of the school as defined in the staff handbook and school prospectus
  - Set a good example in terms of conduct, professional appearance, punctuality and attendance
  - Uphold the school's behaviour policy, uniform regulations, classroom codes and code of conduct in a consistent, firm and non-confrontational manner
  - Maintain a purposeful and calm atmosphere in the classroom and other learning areas and consistently apply the school's agreed sanctions and rewards procedures
  - Take responsibility for personal development making full use of the school's professional development opportunities and training
  - Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
  - Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of pupils
  - Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
  - Any other reasonable duties which the Headteacher might request, in regard to the nature of the responsibilities of the post as defined.
  - To proactively support and embed the school ethos : 'Share, Care, Believe, Achieve
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## **Duties and responsibilities**

### **SUPPORT FOR PUPILS**

- Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
- Support pupils in securing better than expected progress
- Supervise and support pupils ensuring their safety and access to learning
- Supporting students with exams and access arrangements.
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Encourage pupils to act independently as appropriate

### **SUPPORT FOR THE TEACHER**

- Prepare classroom as directed for lessons and clear afterwards
- Be aware of pupil problems/progress/achievements and report to the teacher as agreed

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- Undertake pupil record keeping as requested
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate
- Gather/report information from/to parents/carers as directed
- Provide clerical/admin. support e.g. photocopying, typing, filing, money, administer coursework etc.

## SUPPORT FOR THE CURRICULUM

- Support pupils to understand instructions
- Support pupils in respect of local and national learning strategies e.g. literacy, numeracy, KS3, early years, as directed by the teacher
- Support pupils in using basic ICT as directed
- Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use

## SUPPORT FOR THE SCHOOL

- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes
- Accompany teaching staff and pupils on visits, trips and out of school activities as required

## Behaviour and Safety

- Support a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils
- Have high expectations of behaviour, promoting self-control and independence of all learners

## Fulfil wider professional responsibilities

- Work collaboratively with others to develop effective professional relationships
- Communicate effectively with parents/carers with regard to pupils' achievements and well-being using school systems/processes as appropriate
- Communicate and co-operate with relevant external bodies
- Make a positive contribution to the wider life and ethos of the school

## Professional development

- Regularly review the effectiveness of your deployment and its impact on pupils' progress, attainment and well being, refining your approaches where necessary responding to advice and feedback from colleagues
- Be responsible for improving your practise through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal

**Signature of post holder:** ..... **Date:**    /    /

**Signature of headteacher:** ..... **Date:**    /    /