Steeple Claydon School
Meadoway, Steeple Claydon, Bucks. MK18 2PA
Email:**office@steepleclaydon.bucks.sch.uk**
Website:**www.steepleclaydonschool.com**
Tel: **01296 738132**
Headteacher: Mrs Christine Richards

JOB DESCRIPTION

Job Title: 1:1/Class Teaching Assistant initially in Year 3

Responsible to: KS Lead/Headteacher

Salary: Bucks Pay Range 2 (dependent on experience) £19,467 to £21,879 per annum pro rata

Hours: 30.5 hours/week Monday to Friday
Start date: 1 March 2021 or as soon as possible afterwards (fixed term contract until 17 December 2021)

Main Purpose of Post:
To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources.

Main Duties and Responsibilities
This job profile is a guide to the work that you will initially be required to undertake. It may be altered from time to time to meet changing circumstances. It does not form part of your contract of employment.

Support for Pupils

- Help to keep pupils safe by knowing and using the child protection policy and procedures. This includes responding to accidents, emergencies, illness and enforcing safe use of internet.
- Provide particular support for pupils to access learning, including those with special needs and where necessary to use specialist (curricular/learning) skills/training/experience to support pupils, always demonstrating high expectations for progress.
- Assist with the development and implementation of IEPs, Personal Care Plans, Behaviour Plans or personalised learning plans.
- To work directly with individual SEN pupils, sometimes away from the classroom, to work on their targets and provide personalised learning in accordance with their EHCP/SEN plan.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations, valuing pupils equally.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Support pupils consistently whilst recognising and responding to their individual needs and development.
- Encourage pupils to interact and work cooperatively with others and engage all pupils in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to pupils in relation to progress and achievement.

Support for the Teacher

- Work with the teacher to establish an appropriate learning environment.
- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate.
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
- Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested.

- Undertake marking of pupils' work and accurately record achievement/progress.
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents as directed.
- Provide general clerical/admin. support e.g. administer coursework, produce resources for agreed activities etc.

Support for the Curriculum

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs.
- Implement literacy and numeracy programmes and make effective use of opportunities provided by other learning activities to support the development of literacy and numeracy skills.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Help pupils to access learning activities through specialist support.
- Determine the need for, prepare and maintain general and specialist equipment and resources.

Support for the School

- 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.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Attend and participate in regular meetings as appropriate.
- Participate in training and other learning activities (including first aid certificate) as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Assist in the supervision, training and development of staff.
- Undertake planned supervision of pupils out of school hours.
- Supervise pupils on visits, trips and out of school activities as required.