

**JOB DESCRIPTION**

Role: **TEACHING ASSISTANT**

Hours: 8.00am – 3.50pm (ie 15 minutes before and after school day) for 2 days

8.00 am – 6pm for 3 days

Term Time plus INSET days, 7+ assessment days and up to 3 additional days per annum. (NB No holidays to be taken during term time)

Report to: Senior Teaching Assistant/Pastoral Deputy Head

**Role: To deliver outstanding assistance to pupils, parents, teachers and the school to establish a supportive and nurturing environment in which children make outstanding academic progress.**

**Key Responsibilities:-**

* To deliver outstanding assistance to pupils, parents, teachers and the school to establish a supportive and nurturing environment in which children make outstanding academic progress
* To support the classroom teacher at all times
* To help ensure that pupils make the maximum amount of progress possible in each lesson
* To support teachers, parents and other colleagues to help create an effective and purposeful learning environment
* To maintain pupil and family confidentiality

**Learning Support**

* To assist the class teacher with whole class teaching
* To carry out delegated tasks set by the class teacher
* To assist the teacher with activities in the classroom
* To plan, lead and facilitate small group teaching and participate in planning with the teacher as required
* To promote inclusion of, and the highest aspirations for, all pupils in the school
* To support teachers in assessing the needs of individual children
* To observe, record and feedback information on pupil performance
* To set up lessons and the classroom where required
* To assist in creating materials for curriculum delivery and display boards, and create displays if required
* To maintain discipline in accordance with school policies
* To assist pupils’ social development, progress and achievement outside of the classroom

**Other Support**

* To go on residential trips if required
* To undertake playground duties and serve hot lunches to a table of pupils
* To attend regular meetings and training, as required
* To ensure that classroom stock is maintained and kept tidy and that resources are readily available
* To carry out general administrative tasks such as photocopying, laminating, filing, marking
* To communicate and liaise with staff, students, parents and governors
* To work as part of a team with the teachers and assistants and the rest of the school staff
* To comply with policies and procedures in relation to child protection, health, safety and security, confidentiality and data protection, reporting all concerns
* To cover additional duties for absent colleagues
* To undertake training and development relevant to the post and in line with the school’s priorities
* To complete a first aid course and keep up to date
* To undertake any other professional duties as set down in the School’s pay and conditions of service document, and as directed by the Head

***Please Note: Bute House is committed to safeguarding and promoting the welfare of children. The successful applicant for this job will be required to undergo child protection screening appropriate to the role and an enhanced Disclosure & Barring Service Check (DBS) before he/she starts work at the school as well as taking up references before interview.***