



# BICESTER LEARNING ACADEMY

## APPOINTMENT OF Teaching Assistant

(Up to 31.5 hours per week, fixed-term contract until 31<sup>st</sup> August 2018)

Based at Glory Farm Primary School, Bicester OX26 4YJ





## JOB DESCRIPTION

<b>Job description:</b>	Teaching Assistant
<b>Grade:</b>	4
<b>Working hours per week:</b>	Up to 31.50 hours
<b>Working weeks per year:</b>	38
<b>Permanent/Temporary:</b>	Temporary (until 31 <sup>st</sup> August 2018)
<b>Principal place(s) of work:</b>	Glory Farm Primary School but the post holder will be expected to work flexibly across all Bicester Learning Academy sites.
<b>Immediate line manager:</b>	SENCo
<b>Staff managed:</b>	None
<b>Job Purpose:</b>	To work under the instruction and guidance of teaching and senior staff to undertake work, care and support programmes, to enable access to learning for pupils with Special Needs, within class and through one to one work.

### Main Duties/Responsibilities:

#### 1. SUPPORT FOR PUPILS

- To develop an understanding of the additional educational needs of the pupil concerned.
- To take into account the pupil's additional needs and ensure their access to learning.
- To build and maintain successful relationships with pupils, treat them consistently, with respect and consideration.
- To help promote independent learning.
- To help re-inforce learning.
- To assist pupils with physical needs.
- To help pupils record work.
- To help keep pupils on task and achieve learning goals.
- To model good practice.
- To help build pupils confidence and enhance self-esteem.

#### 2. SUPPORT FOR TEACHERS

- To have formal and informal meetings with teachers/SENCo to contribute to planning lessons/activities.
- To prepare pupils beforehand for a task.
- To work on differentiated activities with identified pupil.
- To support the teacher in implementing specific teaching programmes.
- To supervise practical tasks.
- To carry out structured classroom assessment/observation and feedback outcomes.



### **3. SUPPORT FOR THE SCHOOL**

- To work as part of the team in relation to individual pupils, liaising, advising and consulting where appropriate.
- 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 and aims of the school.
- Appreciate and support the role of other professionals.
- Participate in training and other learning activities and performance development as required.

### **4. ADDITIONAL DUTIES**

- To be aware of their responsibilities for health and safety for themselves and others
- A commitment to safeguarding the welfare of children

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

Bicester Learning Academy is committed to safeguarding children. The successful candidate will be subject to a Disclosure and Barring Service check (formerly CRB) in line with section 115 of the Police Act.