



# OLD BUCKENHAM HALL

A leading independent boarding and day school for girls and boys aged 3-13



## JOB DESCRIPTION

**Class Room Teaching Assistant**

### OLD BUCKENHAM HALL

Brettenham Park, Nr. Lavenham,  
Suffolk, IP7 7PH  
01449 740252



# OLD BUCKENHAM HALL

<b>Job Title:</b>	Teaching Assistant min Level 3 Part-time and permanent
<b>Reporting to:</b>	Deputy Head Academic/Headmaster
<b>Required for:</b>	September 2023
<b>Closing Date:</b>	Friday, 26 <sup>th</sup> May 2023

## **Main Duties and Responsibilities:**

To work under the guidance of the Class Teacher in the planning and implementation of academic learning and pastoral care and other programmes/strategies with individuals, groups of pupils, or the whole class to promote effective teaching and learning.

In class, to work with small groups and individual children on activities suitable for age and stage of the children.

To assist the teacher in creating and maintaining a purposeful, orderly and supportive learning environment.

To promote the inclusion of all pupils, ensuring they have equal opportunities to learn and develop.

To be responsible for promoting and safeguarding the welfare of children and young people within the school.

## **Duties will include:**

### **Support for pupils**

- To support working relationship with the pupils, acting as role model and setting high expectations.
- To support pupils learning in the most effective way.
- To meet the personal needs of pupils whilst encouraging their independence.
- To support pupils with special educational needs through the delivery of specific learning programmes and to contribute to setting individual education plan (IEP) targets and to IEP reviews.
- To support more able and talented children by stretching them academically.
- To encourage pupils to interact and work co-operatively, ensuring all pupils are engaged in activities.
- To provide support in the delivery of the curriculum.

### **Support for the teacher**

- To work closely with the teachers to assist in the planning, development and delivery of all areas of the curriculum. In the short-term unplanned absence of the teacher, to cover all pre prepared activities in order to provide continuity for the pupils.
- As required, to prepare the classroom/outside areas for lessons, ensuring that resources and equipment are available and cleared away at the end of the lessons as appropriate.
- To work on classroom displays following consultation with the teacher.
- To observe, monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies determined by the teacher.

### **Support for the school**

- To take on relevant duties within the School.
- To comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, SEN/Inclusion and data protection, reporting all concerns to the appropriate named person.
- To attend relevant meetings and participate in training opportunities and professional development as required.
- To provide support for pupils' emotional and social needs by encouraging and modelling positive behaviour in line with school policy and OBH Way.
- To accompany teaching staff and pupils on visits, trips and out of school activities as required within contracted hours and to take responsibility for pupils under the supervision of the teacher.
- To assist with the general pastoral care of pupils, including helping pupils who are unwell, distressed or unsettled.
- To assist in the training and development of staff.
- To adhere to school health and safety policy including risk assessment and safety systems.
- To adhere to school policy on equality and diversity.

### **Support for the curriculum**

- To assist in the development of skills throughout the curriculum and support the use of these learning activities as directed by the class teacher.
- To help adapt and plan the development of resources necessary to lead learning activities, taking into account pupils' interests, language and cultural backgrounds.
- Undertake broadly similar duties commensurate with the level of the post as required by the Headmaster

### **Hours**

- Part-time. School hours are from 8.45 am – 12.45 pm Monday to Friday

The duties and responsibilities of this post may vary from time to time and post holders may be expected to undertake other duties of a similar nature, which are considered appropriate.

All duties will be carried out within recognised procedure or guidelines and appropriate training will be given where necessary. The post holder will be required to undertake and / or maintain training / professional development associated with this position.

***We are committed to safeguarding children and expect all staff and volunteers to share this commitment. All successful applicants are required to complete Disclosure Application Forms which means providing criminal conviction information***