



The Vale Federation Job Description

Inspire—Enable—Achieve

School Name:	Booker Park School
Position:	Assistant Teacher
Salary Range & Hours:	Bucks Pay Range 4 39 weeks per annum including INSET days 37 hours: Monday/Tuesday/Thursday 8.30am – 4.30pm Wednesday 8.30am - 5.00pm Friday 8.30am - 3.30pm
Responsible To:	Class Teacher
Role Type:	Regulated

The Vale Federation Values

DETERMINATION	Staff are unfailing determined to support pupils in achieving their very best.
EXCELLENCE	Staff have high expectations of themselves and fulfil their role to a standard of excellence.
COURAGE	Staff model having courage and support children's resilience.
TRUST	Staff always act in a trustworthy manner. They are honest and reliable at all times.
KINDNESS	Staff always act in a manner that demonstrates kindness towards children and towards each other. Staff will be positive role models for children.
FRIENDSHIP	Staff demonstrate friendship by being caring, supportive, having fun, and sharing ideas.
RESPECT	Staff are positive role models at all times and demonstrate their respect for others through their behaviour.
EQUITY	Staff are committed to ensuring that each individual has their needs well met.

Job summary:

- 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 will involve assisting the Teacher in the whole planning cycle and the management/preparation of resources. Staff will be required to lead whole classes during the Teacher's non-contact time and also during the short-term absence of the Teacher

Main duties and responsibilities:

- Lead in the class in the absence of the Teacher
- Develop a curriculum specialism and contribute to the development of the school curriculum through a working party approach
- Support for pupils, Teachers, curriculum and the school
- To carry out policy as documented and/or directed by the Head of School and Principal
- To represent the school in a positive way in the community
- To be aware of the sensitive nature of information learning during the course of duties and to maintain confidentiality at all times
- To follow the school policy on Equal Opportunities
- To be aware of, and have regard to, the Health and Safety policy of the School. To ensure that agreed procedures are followed in the event of an accident or incident
- To undertake additional duties as required, commensurate with the level of the job
- Responsible for checking emails regularly and keeping up to date with all school and Vale Federation communication

Support for Pupils:

- Provide particular support for pupils with special needs, ensuring their safety and access to learning activities
- Use specialist (curricular/learning) skills/training/experience to support pupils
- Assist with the development and implementation of IEPs and personal care programmes (attending to personal hygiene needs and administering medicines)
- Carry out clinical procedures following training and competency, signed off by registered nurse, through mutual agreement
- To use hoisting equipment, where necessary, to enable changing of continence wear and attending to the pupil's personal hygiene requirements
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all pupils within the classroom
- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and work co-operatively 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 Teachers:

- Work alongside the class Teacher to ensure the quality of education within the classroom is maintained during the Teacher's absence
- Work with the Teacher to establish an appropriate learning environment, using the time before and after school to set up the classroom and prepare resources for that day or the next day
- 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 updating Evidence for Learning as required
- Add targets to Evidence for Learning following each round of TPPs
- 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 with, or as directed
- Administer and assess routine tests and invigilate exams/tests
- Provide general clerical/admin support e.g. administer coursework, produce worksheets for agreed activities etc.
- Provide ICT support
- Take part in class team meetings on a Tuesday after school twice per half term, led by the Team leader, with a focus on quality of education

Support for the Curriculum:

- Plan appropriately differentiated lessons for periods of Teacher absence, to include PPA time, in liaison with the Teacher
- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
- Implement the school curriculum, making use of curriculum support materials as appropriate, and following the school's policy and practice
- 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 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
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- Undertake planned supervision of pupils' out of school hours learning activities
- Supervise pupils on visits, trips and out of school activities as required

Training:

- Employees are expected to participate in training and professional development in order to meet performance objectives attending any relevant training for the job role
- Training time on a Wednesday after school is devoted to the school programme once a month and to professional development and portfolios once a month
- Staff in this role are expected to develop their specialist knowledge within a curriculum area of importance to the school, contributing to subject working parties
- Staff in this role are expected to develop their expertise in Evidence for Learning, with supportive training

Safeguarding Statement:

The Vale Federation is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults and expects all staff, workers, and volunteers to share this commitment. The successful candidate will be required to provide two satisfactory references, undertake pre-employment checks including a health check, and have a cleared Enhanced Disclosure & Barring check. An online search (including social media) will be carried out for all shortlisted candidates as part of our recruitment process.

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. In addition, duties may vary from time to time. The job description may be changed at any time, after consultation with the employee.

I agree to accept this job description:

Signed: Print Name:

Date: