St Bartholomew’s School



**Job Description**

Post: Assistant Teacher

Line Manager: Deputy Headteacher: Curriculum & Achievement

Salary Range: APT & C Scale 14-17

**Principal Responsibility/Job Purpose:**

To cover for absent teachers by supervising classes in accordance with school procedures, and supporting teachers in the classroom.

**Principal Tasks:**

**When supervising classes, this will involve:**

* Liaison with the Cover Supervision Manager to ascertain the daily programme.
* Liaison with Heads of Faculty or Heads of Department to obtain the ‘work set’ for the class.
* Giving feedback about the conduct of the students in the lesson.
* Establishing good working relationships with students by applying the school’s common Expectations.
* Effectively managing the classroom as a safe, controlled and supportive learning environment.
* Following the guidance on the conduct of lessons.
* Understanding the needs of individual students, especially those with special needs, Individual Education Programmes and Pastoral Support Programmes.

**When acting as ‘in class’ support with a teacher, this will involve:**

* Liaison with the teacher prior to the lesson to establish the purpose of the support.
* Working closely with individual students or groups of students.

**Additional duties will include:**

* Being a member of a staff duty team.
* To work as a Teaching Assistant when Assistant Teacher cover lessons are not available.
* Examination Supervisor.
* Working with individual students.
* Outside of the classroom, supporting the work of teachers in raising standards.

#### Other Duties

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 attached to the post may vary from time to time without changing the general character of the duties of the level of responsibility entailed. Such variations are common occurrences and would not of themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re‑evaluation.

Signed …………………………………………….......................... Dated………………………………

Julia Mortimore, Headteacher

Signed ………………………........................…………………….. Dated………………………………

Postholder

**CLASSROOMS AND THE SCHOOL ENVIRONMENT**

**(COMMON EXPECTATIONS)**

Students assemble inside rooms to await their teacher, except in some specialist accommodation such as laboratories, where students wait outside.

**At the beginning of lessons (including Registration):**

Call the class to order (Years 7 - 11 should stand) and insist upon silence before you begin.

Insist that the room is tidy, free of litter and that you can move around freely e.g., bags and chairs are under desks.

Boards are clean.

Always take a register and check absentees. Every Lesson 5 and Friday Lesson 1 send an Absence slip to the House office. NIL returns are required.

**During lessons:**

Students are not normally allowed out of the lesson.

Exceptionally, a student given permission to leave class must take her/his planner which has been signed and dated by the teacher.

**At the end of the lesson:**

Check that students in Years 7 - 11 have their ‘Planners’, and set independent study in good time.

Make the class stand, put chairs under the desk, clear up any mess and as a result leave the room ready for the next lesson.

Clean the boards.

At the end of the day put chairs on tables and close all windows in order to help the cleaners.

Insist on silence before you end the lesson. Dismiss the class in an orderly fashion.

**Out of rooms:**

When walking around ensure that students keep to the left.

Ask students to pick up litter.

No-one should eat or drink except in the Dining Hall/Refectories or designated areas.

Eating in public places is not permitted.

Observe one-way system on stairs and use walkways around car parks.

**Notice Boards/Notices**

In classrooms, notice boards enhance the learning environment and motivate students.

Please ensure that notice boards for which you are responsible have up‑to‑date notices which are in good order.

Only use notice boards for posters and display. The use of windows, doors, windows in doors is inappropriate and may be dangerous.

Drawing pins and staples should be used only on notice boards.

Sellotape must not be used on any painted surfaces.

St Bartholomew’s School



## Person Specification

Post: Assistant Teacher

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| Key Criteria | Essential | Desirable |
| **Qualifications and Training** | * Good basic educational standard | * Qualified First Aider * Willing to attend DfE 4 day induction course |
| **Competence Summary** (Knowledge, abilities, skills experience) | * Excellent communicator * Efficient time and resource management * Confident in basic Maths and English * Good organisational ability * Able to motivate and encourage students * Awareness of child protection and bullying issues * Willingness to promote social inclusion policies and practices * Committed to improving the quality of education * Proficient in the use of ICT equipment |  |
| **Work-related Personal Requirements** | * Has empathy with students and is sympathetic to their needs * Professionally discreet and able to respect confidentiality * Flexible approach to tasks * Firm, sensitive and effective approach towards pupil discipline * Willing to work as part of a team * Ability to work in a way that promotes the safety and wellbeing of children and young people * Committed to personal development and training |  |
| **Other Work Requirements** | * Patient and resilient |  |