The Vale Federation
Job Description

Inspire—Enable—Achieve

School Name:	Stocklake Park School
Position:	Teaching Assistant
Salary Range & Hours:	Bucks Pay Range 2 39 weeks per annum including INSET days 32.5 hours per week: Monday/Thursday/Friday 9.00am - 3.30pm Tuesday 9.00am - 4.30pm Wednesday 9.00am - 5.00pm
Responsible To:	Class Teacher
Job Role	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 instruction/guidance of teaching & senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area

Main duties and responsibilities:

- Support for pupils, teachers, curriculum and the school
- To carry out school policy as documented and/or as 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
- Assist with the development and implementation of TPPs 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 constructive relationships with pupils and interact with them according to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher

Support for Teachers:

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Assist with the planning of learning activities
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed

- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers
- Administer routine tests and invigilate exams and undertake routine marking of pupil's work
- Provide clerical/admin support e.g. photocopying, typing, filing, money, administer coursework etc.
- Provide ICT support

Support for the curriculum:

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, KS3, early years recording achievement and progress and feeding back to the teacher
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

Support for the 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
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher

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.
- The Vale Federation offers overtime payment of one hour for monthly training sessions which typically take place on the first Wednesday of each month after school

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: ……