

Job Description

Job Title:	Teaching Assistant in Junior School
Reports to:	Deputy Head in the first instance and ultimately the Head of the Junior School
Direct reports:	None

Job Purpose

To work under the guidance of teaching/senior staff to implement agreed teaching programmes and to support access to learning for individuals/groups, in or out of the classroom. To have regard for the aims and objectives of the Junior School and its policies, working efficiently as part of a collegial and smooth-running Junior School team.

Accountabilities/Responsibilities

Teaching Support

- Able to provide support across key stages, as directed.
- Assist the form teacher with the planning, preparation and delivery of lessons.
- Assist with the preparation and presentation of the classroom as an optimum learning environment.
- Encouraging pupils to interact and work cooperatively, engaging in activities led by the teacher.
- Working with individuals/groups during lessons to support teaching and learning.
- Running intervention support groups.
- Supporting children with individual support plans as directed by the form teacher and Learning Support Coordinator.
- Give regular feedback regarding pupil progress to the teacher.

Pastoral Care

- Reporting concerns about child protection issues to the Designated Safeguarding Lead at the earliest opportunity.
- Safeguarding the health and safety of pupils.
- To promote positive behaviour, dealing promptly with conflicts and incidents in line with the School's behaviour policy.
- Reporting concerns about a pupil's general well-being, work or behaviour to the Form Teacher.

Additional Responsibilities

- Pupil supervision at playtime and lunchtime.
- To participate in and assist in supervision of educational visits.
- To attend INSET days and participate in training and performance development as directed.

Data Protection

The School's Data Protection Policy is available on the all staff shared drive within the Bradford Grammar School policy section. All job roles within Bradford Grammar School are required to adhere to the School's Data Protection Policy at all times when handling personal data in the course of executing their role responsibilities. Failure to comply with the School's Data Protection Policy may be dealt with under the School's disciplinary procedure and, in serious cases, may be treated as gross misconduct leading to summary dismissal.

General

- Undertaking other tasks/duties as directed by the Head or Deputy Head.

Person Specification

- GCSE, or equivalent, English and Maths qualifications (as a minimum requirement)
- A relevant Level 3 qualification (or higher) is required for this role.
- Ability to empathise with the needs of children.
- Has a passion for education.
- Ability to work well in a team.
- Ability to work calmly and efficiently.
- Excellent communication skills and sense of humour.
- Well organised and punctual.
- Excellent IT skills.
- First aid qualification (desirable).

Note

- In common with all staff and pupils, the Teaching Assistant should be aware of the School policies and implement them as appropriate.
- This Job Description is subject to review and amendment in the light of the needs of the School. Any changes deemed necessary will be discussed and agreement sought prior to implementation.
- Staff at BGS aspire to excellence in everything they do. They aim to inspire every pupil to do the same, both in terms of their academic progress and their personal development. Excellence, Compassion, Determination, Opportunity and Service are evident in the teaching, the support and in the wider contribution to the life of the School.
- The Teaching Assistant, along with all other roles within the school, carries the responsibility for safeguarding and promoting the welfare of children.

Name of Jobholder: _____

Signature of Jobholder: _____

Date: _____