

Clore Shalom School Teaching Assistant Job Description



Job Title: Teaching Assistant
Contract: From February 2025
Responsible to: Deputy Headteacher
Pay range: H2-H3 (£22,366 - £23,500 FTE) to be pro-rata down to agreed hours
Hours: up to 35 hours per week (8.00am -3.30pm) but part time working possible – minimum 3 days per week

Purpose of Post

To provide high level support to teachers in the management of pupil's learning. The post holder is one of a team of teachers and assistants who support the learning of the pupils. Flexibility by all staff is important to meet the needs of pupils. The post holder is managed by the Deputy Headteacher but may work with different teachers. The post holder works under the day-to-day supervision of the teacher to whom they are assigned. The post holder is required to contribute to and support the overall vision, aims and ethos of the school.

Main Duties and Responsibilities

- Supporting pupils with their learning
- Attend to pupils personal needs, including social, health, safety, hygiene, first aid and welfare matters
- Prepare all learning spaces including classrooms and outside spaces and clear afterwards
- To develop genuine bonds with the pupils and support colleagues to sensitively fulfil their responsibilities
- To be vigilant and protect pupils from harm or abuse, reporting any concerns immediately – in accordance with the school's child protection and whistleblowing policies
- To respect confidentiality including use of data
- To reflect on practice and daily routines, tailoring them to meet the individual needs of each pupil
- To monitor and maintain a healthy, safe and secure working environment
- To ensure records are kept up-to-date, are of a high standard and are shared effectively
- To provide feedback and work in partnership with key parents, carers and schools, building and maintaining relationships that encourage trust and open communication with relevant parties
- To respect and value all colleagues, pupils and parents, encouraging a positive and diverse working environment
- To co-operate and work effectively with the Deputy Headteacher and class teacher, taking on additional responsibilities/duties when necessary
- Liaise with parents and carers, under the direction of the teacher – participate in feedback sessions/meeting with parents, discuss issues sensitively, promote home school partnerships
- To work as part of a team to ensure that the school lunch period provides a caring and supportive environment for all pupils
- To act as a role model setting high expectations for pupils development of appropriate social skills eg good table manners, lining up safely in the hall, washing hands before the meal, being polite
- To work flexibly as part of the larger team, assisting and supporting colleagues wherever required, in order to ensure the smooth running of the school
- To be aware of our policies and procedures and ensure these are adhered to
- Implement the Behaviour Strategy in line with school policy
- To attend reasonable out-of-working-hours training and meetings
- Assist with the display of pupils' work
- Provide clerical/admin support, eg photocopying, typing, filing, record keeping

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- To keep accurate records of allocated pupils and to implement and review, in conjunction with the teacher in charge, for parents/carers.
- Assist and support with the planning and delivery of learning activities suitable to the age range of the pupils, observe record and support the development and progress of pupils including feeding back regarding progress and achievement
- Accompany teachers and pupils on out of schools activities and take responsibility for a group, under the direction of a teacher
- To have responsibility for the assessment and recording and monitoring of the needs of allocated pupils when under the direction of the teacher in charge
- From time to time supervise whole classes during the short term absence of a teacher (meetings, training, short term illness)

DBS

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Criminal Records Bureau as part of Hertfordshire County Council's pre-employment checks.

Additional Information

All staff are required to participate in training and other learning activities, and in Performance Management and development, as required by the school's policies and practice.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Supervision

The Deputy Headteacher manages the jobholder. The school's performance management policies and practice determine the frequency of meetings. No supervision of staff.

Contacts

The jobholder works with teachers and pupils and is likely to have planned contact with parents or carers.

Knowledge, Experience and Training

- Experience of working with children of the relevant age
- Numeracy and literacy skills equivalent to NVQ level 2 or GCSE grade C in English and Maths
- Recognised child care qualification equivalent to NVQ level 3 would be desirable
- Understanding of the curricular requirements of the school, these to include statutory requirements
- Ability to make effective use of modern technology to support teaching and learning
- Ability to work with a minimum of supervision and within a team
- Ability to manage pupils in a classroom and extended provision setting