New Haw Community School

ASSISTANT TEACHER (GRADUATE) JOB DESCRIPTION

JOB PURPOSE:

1. To support teaching staff in their responsibility for the development and education of the children.
2. To support teaching staff in the day to day management and organisation of the classroom and school environment.
3. To provide short term cover when required.

MANAGEMENT STRUCTURE:

Responsible to: Headteacher/SENCO/Year Leaders/Class Teachers

COMPETENCIES REQUIRED:

- Education to degree level.
- Good IT skills.
- Able to follow instructions.
- Able to plan and prioritise regular and irregular tasks.
- Able to clarify and explain instructions to pupils.
- Able to communicate effectively with pupils.
- Able to motivate pupils to learn.
- Able to assist with the organisation of the learning environment.
- Able to undertake routine tasks under the direction of a teacher.
- Craft skills.
- Able to maintain records and pupil files.
- Able to work effectively with adult team members.
- Able to maintain confidentiality.

QUALIFICATIONS REQUIRED:

- Educated to degree level.

MAIN DUTIES:

1 TEACHING & LEARNING

Key Accountabilities	Key Tasks
1.1 In partnership with the teacher to assist with planning, preparation and development of work programmes for individuals and groups	• Set tasks for groups/individuals which challenges pupils and ensures high levels of interest • Set appropriate and demanding expectations for pupils' learning, motivation and presentation of work • Use clear structures for lessons and sequences of lessons which maintain pace, motivation and challenge.
1.2 Establish clear lesson routines	• State and publish the learning intention at the start of every lesson & review this with the children at the end of the lesson. • Be clear and concise with content, use subject specific vocabulary and well-chosen illustrations as examples. • Give clear instructions and demonstrations and accurate well-paced explanations. • Ensure pupils are aware of the substance & purpose of what they are asked to do. • Use effective questioning which matches the pace & direction of the lesson & ensures that all pupils take part. • Pay careful attention to pupils' errors & misconceptions, helping to remedy them. • Listen carefully to pupils, analyse their responses & respond constructively in order to take pupils' learning forward.
1.3 Ensure sound discipline	• Set high expectations for pupils' behaviour. • Establish & maintain a good standard of discipline through well-focused teaching & through positive and productive relationships. • Establish a safe environment that supports learning & in which pupils feel secure and confident. • Foster pupils' enthusiasm and maintain pupil motivation.
1.4 Ensure effective teaching of groups and individuals both in and out of the class setting	• Meet teaching objectives. • Make best use of teaching time. • Ensure pace and rigour which sustains the momentum of pupils' work.
1.5 Ensure sound and effective learning	• Monitor and intervene as appropriate. • Establish and maintain a purposeful working atmosphere. • Ensure pupils stay on task and learn appropriately and effectively. • Keep all pupils engaged through stimulating curiosity, communicating enthusiasm for the subject being taught.
1.6 Establish appropriate	• Use teaching methods, which sustain the momentum of

procedures to ensure effective teaching & learning	pupils' work. • Select & make good use of textbooks, ICT & other learning resources, which enable teaching objectives to be met. • Provide opportunities for pupils to consolidate their knowledge. • Exploit opportunities to improve pupils' basic skills in literacy, numeracy & ICT, & the individual and collaborative study skills needed for effective learning. • Exploit opportunities to contribute to the questions of pupils' wider educational development, including their personal, social, spiritual, moral & cultural development. • Set high expectations for all pupils notwithstanding individual differences, including gender & cultural & linguistic background. • Provide opportunities to develop pupils' wider understanding by relating the learning to real & work related examples. •
1.7 Cater for the educational needs of all pupils	• Be familiar with the Code of Practice. • Implement & keep records on Individual Education Plans where appropriate. • Meet with the Special Needs Co-ordinator as appropriate. • Liaise with speech therapists and other outside agencies as appropriate.
1.8 Cover Supervision	• To provide cover supervision for classes during the absence of a class teacher due to sickness or for non-contact time, as reasonably requested. This will not be for more than 3 consecutive days, and will always be with another Assistant Teacher unless agreed otherwise. In cases where whole class cover is required, there will always be a designated teacher assigned to support and monitor the class.

2. MONITORING, ASSESSMENT, RECORDING, REPORTING & ACCOUNTABILITY

Key Accountabilities	Key Tasks
2.1 Monitor and evaluate pupil progress and report on this to the class teacher.	• Mark & monitor pupils' assigned work and provide constructive oral & written feedback according to school policies. • Support teachers with implementing statutory tests.
2.2 Support the teacher in keeping pupil records.	• Record pupils' progress systematically & use knowledge to: * check that pupils have understood & completed the work set. * monitor strengths and weaknesses & use the information gained as a basis for purposeful intervention in pupils' learning. * inform planning for future lessons & sequences of lessons. • check that pupils continue to make demonstrable progress in their acquisition of the knowledge, skills and

	understanding required.
2.3 Report to teachers & the Headteacher as required.	Use ICT to prepare and present information and reports to teachers and the Headteacher as appropriate.

3 PROFESSIONAL REQUIREMENTS

Key Accountabilities	Key Tasks
3.1 Have a working knowledge & understanding of current professional legislation.	• Acting in 'loco-parentis' ensuring puils are healthy & safe on the school premises and when taking part in off-site visits. • Child protection issues. • Any other legal liabilities & responsibilities as they become law. • Take account of the health & safety policy and ensure your actions do not create any health & safety risks and report situations which pose a danger to people in the learning environment.
3.2 Establish strong & sound relationships	• Build effective working relationships with professional colleagues. • Set good examples to pupils through presentation & personal & professional conduct. • Ensure a commitment to ensuring every pupil is given the opportunity to achieve their potential & meet the highest expectations set for them. • Take responsibility for own professional development & keeping up to date with research & developments in pedagogy in the subjects you support.
3.3 Know & implement school policies at all times.	• Understand own professional responsibilities in relation to school policies & practices and support other assistants in understanding them. • Follow all school procedures set out in school guidelines. • Take professional responsibility for the well being of all pupils, including pastoral and personal matters, including bullying. • Recognise that learning takes place inside & outside the school context, & understand the need to liaise effectively with parents & other carers & with agencies with responsibility for pupils' education & welfare when asked to do so by teaching staff. • Maintain confidentiality in and outside of the workplace.
3.4 Self management	• Work as a member of a team, planning co-operatively, sharing information, ideas & expertise to ensure that the well being, social and personal development of pupils enhances learning opportunities and life skills. • Consult & plan with teaching staff, support staff and outside agencies as appropriate. • Work effectively with colleagues and take an active role in developing your own skills and expertise.
3.5 Assist teaching staff and the	• Organise and maintain a stimulating work environment

Headteacher to develop, monitor & control physical resources within the school.	appropriate to the range of activities taking place. • Ensure resources are organised and readily available to promote learning. • Be accountable for quality & condition of resources & return to central storage if appropriate. • Teach pupils to take responsibility for resources & the environment. • Encourage recycling as appropriate. • Other duties could include taking the register as required, chasing absences, collecting money, helping with displays and photocopying, organising and supervising at break and lunch-times, assisting with school trips and helping with clubs etc. • Take responsibility for the organisation and tidy maintenance of central storage areas in the school

Person Specification

Assistant Teacher

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
RELEVANT EXPERIENCE	• **Sound organisational skills** • **Good standard of computer literacy** • **Ability to use equipment e.g. riso/photocopier etc**	• **Experience of working in an school setting** • **knowledge of SEN code of practice** • **Previous experience of working with young people** • **First Aid training**	**Application form/interview**
EDUCATION AND TRAINING	• **Good standard of general education particularly literacy and numeracy** • **Willingness to embrace personal development**	• **Education to degree level**	**Application form/interview**
SKILLS/PERSONAL QUALITIES	• **Patience and understanding of issues related to young people** • **Good team member** • **Ability to relate well to children & adults** • **Ability to maintain confidentiality** • **Good communication skills**	• **Good sense of humour** • **A desire to further develop a career in education**	**Application form/interview**