

Job Purpose

The postholder will:

- Assume the role of the class teacher(s) for set periods to raise the learning and attainment of pupils through regularly planning and delivering lessons for the time specified in the contract.
- Be responsible for ensuring feedback is accurate and next steps are planned.
- Ensure safeguarding and and behaviour management is of the highest standard
- Support the teacher with reporting to parents for subjects they are involved in teaching.
- Meet the expectations set out in the standards and responsibilities listed below:

Personal and professional conduct

A staff member at The Quinta is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout their Quinta career.

Staff at The Quinta uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:

- treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teaching assistant's professional position
- having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions
- showing tolerance of and respect for the rights of others
- not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
- having proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintaining high standards in their own attendance and punctuality.
- having an understanding of, and always acting within, the statutory frameworks which set out their professional duties and responsibilities listed below.

Grade 7 Higher Level Teaching Assistant

Grade 7 Regular Class/Subject Cover Teaching Assistant is expected to:

Regularly plan and teach a class or subject .

- For example, teach science one lesson or one afternoon every week.

When teaching a specialist subject, be part of a subject leadership team to:

- Support administration roles within subject teams
- Support with organising subject areas to support subject leaders eg PE store, Curriculum area and books.

- **Deliver whole class teaching when cover is required.**

Set high expectations within a lesson which inspires, motivates and challenges pupils.

- establish a safe environment for pupils, rooted in mutual respect.
- demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils.

Be accountable for pupils' attainment, progress and outcomes

- guide pupils to reflect on the progress they have made and their emerging needs
- encourage pupils to take a responsible and conscientious attitude to their own work and study.
- ensure feedback to class teacher is clear and supports next steps inc. for report writing.

Demonstrate good subject and curriculum knowledge

- demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English.

Plan and teach well structured lessons

- impart knowledge and develop understanding through effective use of lesson time
- promote a love of learning and children's intellectual curiosity
- set homework if planned by the class teacher

- reflect systematically on the effectiveness of lessons and approaches to teaching

Adapt teaching to respond to the strengths and needs of all pupils

- have a secure understanding of how a range of factors can inhibit pupils' ability to learn, and how best to overcome these
- demonstrate an awareness of the physical, social and intellectual development of children, and know how to adapt teaching to support pupils' education at different stages of development

Make accurate and productive use of assessment

- give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback.
- make use of formative and summative assessment to secure pupils' progress

Manage behaviour effectively to ensure a good and safe learning environment

- have clear rules and routines for behaviour inside classrooms, and take responsibility for promoting good and courteous behaviour both in classrooms and around the school, in accordance with the school's behaviour policy
- have high expectations of behaviour, and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly in line with the school behaviour policy
- manage classes effectively, using approaches which are appropriate to pupils' needs in order to involve and motivate them
- maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary.

Fulfil wider professional responsibilities

- develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support
- take responsibility for improving own teaching through appropriate professional development, responding to advice and feedback from colleagues
- communicate effectively with parents with regard to pupils' behaviour.

Personal and professional conduct Teaching assistants should uphold public trust in the education profession by:

- Having proper and professional regard for the ethos, policies and practices of the school in which they work as professional members of staff.
- Demonstrating positive attitudes, values and behaviours to develop and sustain effective relationships with the school community.
- Having regard for the need to safeguard pupils' well-being by following relevant statutory guidance along with school policies and practice.
- Upholding values consistent with those required from teachers by respecting individual differences and cultural diversity.
- Committing to improve their own practice through self-evaluation and awareness.

Knowledge and understanding Teaching assistants are expected to:

- Share responsibility for ensuring that their own knowledge and understanding is relevant and up to date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness.
- Take opportunities to acquire the appropriate skills, qualifications, and/or experience required for the teaching assistant role, with support from the school/employer.
- Demonstrate expertise and skills in understanding the needs of all pupils (including specialist expertise as appropriate) and know how to contribute effectively to the adaptation and delivery of support to meet individual needs.
- Demonstrate a level of subject and curriculum knowledge relevant to their role and apply this effectively in supporting teachers and pupils.
- Understand their roles and responsibilities within the classroom and whole school context recognising that these may extend beyond a direct support role.

Teaching and learning Teaching assistants are expected to:

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities.
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities.
- Use effective behaviour management strategies consistently in line with the school's policy and procedures. Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role.
- Communicate effectively and sensitively with pupils to adapt to their needs and support their learning.
- Maintain a stimulating and safe learning environment by organising and managing physical teaching space and resources.

Working with others Teaching assistants are expected to:

- Recognise and respect the role and contribution of other professionals, parents and carers by liaising effectively and working in partnership with them.
- With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with.
- Understand their responsibility to share knowledge to inform planning and decision making.
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers.
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision

Note: This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.