



JOB DESCRIPTION

Staploe Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

Job Title:	Teaching Assistant
Line Manager:	Director of Learning Support
Location:	Soham Village College
Salary:	Level 1
Hours of work:	30 hours 50 minutes per week, Monday to Friday, 8.30am – 3.00pm (including an unpaid 20 minute break each day), term time only

Job Purpose:

Support the classroom teacher to facilitate the active participation of children in the academic and social activities of the school.

Main duties and responsibilities:

- The post holder will be required to demonstrate a continual positive commitment to the Trust's policies including those relating to safeguarding children, health & safety, and equal opportunities. You will be committed to safeguarding and promoting the welfare of young people, a responsibility we expect all our staff to share

Support for children

- Under the direction of the teacher, carry out pre-determined tasks to support pupil learning
- Establish and maintain supportive relationships with individual pupils or small groups to ensure they understand and can achieve the tasks
- Provide learning support as required for children with special needs, or where English is not their first language
- Help with the care and support for pupils, including attending to their emotional and/or physical care needs
- Support inclusion in the classroom, ensuring all pupils feel involved with tasks and activities

Support for the curriculum

- Under the direction of the teacher, support the school curriculum, including literacy and numeracy activities
- Support the use of ICT in the curriculum



Support for the teacher

- Complete records and contribute to reports on pupil progress and development as directed
- Provide information to help the class teacher plan appropriate work programmes
- Help to prepare the learning environment for use
- Undertake support activities for the teacher as required, e.g. photocopying, preparation of materials, mounting displays
- Contribute to the management of pupil behaviour and take control of minor situations to allow the teacher to continue the lesson

Support for the school

- Develop and maintain effective working relationships with other staff and parents or carers
- Contribute to the maintenance of a safe and healthy environment
- Attend and actively participate in staff meetings
- Other duties and responsibilities, express and implied, which arise from the nature and character of the role and are commensurate with the grade of the post
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
- This job description is not necessarily a comprehensive definition of the post

The job description will be reviewed after one term and then annually.