A bee on a paper

Description automatically generated with low confidence John Clifford School

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Headteacher: Janine Waring

**Job Description:** Fixed term Teaching Assistant

**Location:** John Clifford School

**Salary Range:**  JE Grade 3, Pt 5 - 7 - £23,500 to £24,294 FTE

**Actual Salary:** £20,124 to £20,804

**Contracted hours:** 32.5 hours per week, Term Time only

**Required from**: As soon as possible to August 2028 with a view to extending further subject to funding

**General Information:**

The following information is provided to assist staff joining the White Hills Park Trust to understand and appreciate the work, content of the post and the role they are to play in the organisation. Whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have been used which assume all the usual associated routines.

**Purpose:**

* To assist the Headteacher and Senior Leadership Team in ensuring continued success by supporting and fulfilling the vision and high quality outcomes for the Enhanced Provision Unit.
* To ensure a high-quality learning experiences for the children and improve standards of achievement and aspirations for those children in attendance.

**Reporting to:**

* The Hive Panel
* SENCO
* The Senior Leadership Team
* Headteacher
* The Hive specialist teacher

**Responsible for:**

* Supporting the delivery of high quality educational experiences within the Enhanced Provision Unit
* Working harmoniously with The Hive staff team and school staff
* Supporting the day-to-day operations of The Hive

**To co-operate with:**

* The Local Governing Body.
* All colleagues, both teaching and support staff.
* Partnership schools and staff.
* Local Authority and advisers.
* Unions and other organisations representing teachers and other persons on the staff.

**Disclosure:**

* Clear and current Enhanced DBS check

**Key Responsibilities:**

* Using specialist (curricular/learning) skills/training/experience to support children
* Assisting with the development and implementation of Individual Education/Behaviour Plans
* Establishing productive working relationships with children
* Promoting the inclusion and acceptance of all children
* Supporting children consistently whilst recognising and responding to their individual needs
* Encouraging children to interact and work cooperatively with others and engage all children in activities
* Promoting independence and employ strategies to recognise and reward achievement of self-reliance
* Providing feedback to children in relation to progress and achievement
* Setting challenging and demanding expectations and promote self-esteem and independence
* Attending to children’s personal needs and provide advice to assist in their social, health and hygiene development
* Supporting provision for children with special needs including specialist support
* Working with the team to establish an appropriate learning environment
* Working with the team in lesson planning, evaluating and adjusting lessons/work plans as appropriate
* Monitoring and evaluating children’s responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
* Providing objective and accurate feedback and reports as required, to the teacher on achievement, progress and other matters, ensuring the availability of appropriate evidence.
* Being responsible for keeping and updating records as agreed with the teacher, contributing to the review of systems/records as requested.
* Undertaking marking of children’s work and accurately record achievement/progress.
* Promoting positive values, attitudes and good behaviour, dealing promptly with conflict and incidents in line with established policy and encourage children to take responsibility for their own behaviour.
* Liaising sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings.
* Administering and assessing routine tests and invigilate exams/tests.
* Undertaking home visits as required.
* Establishing constructive relationships and communicating with other agencies/professionals, in liaison with the teacher, to support achievement and progress of children.
* Assisting in the development and implementation of appropriate behaviour management strategies.
* Facilitating smooth transition between educational phases.
* Supporting children in their learning in all areas of the curriculum.
* Implementing agreed learning activities/teaching programmes, adjusting activities according to child responses.
* Implementing local and national learning strategies e.g. English, maths, early years and making effective use of opportunities provided by other learning activities to support the development of relevant skills.
* Supporting the use of ICT in learning activities and develop children’s competence and independence in its use.
* Helping children to access learning activities through specialist support.
* Determining the need for, preparing and maintaining general and specialist equipment and resources.
* Contributing to out of school learning activities within guidelines established by the school and within established working hours.
* Supervising children on visits, trips and out of school activities as required.

**General Responsibilities:**

* Contribute to the overall ethos/work/aims of the school.
* Be aware of and comply with school policy and procedures particularly in respect of Child Protection and Health and Safety.
* Be aware of, and support difference and ensure all children have equal access to opportunities to learn and develop.
* Ensure the safe organisation of learning activities and the physical teaching space and resources for which you have responsibility.
* Attend and participate in regular meetings.
* Participate in training and other learning activities as required.
* Be aware of confidential issues linked to home/child/teacher/school work and to keep confidences as appropriate.
* Any other curriculum duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the Recognised Trade Unions.
* Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school’s policies and procedures.
* Report any causes for concern relating to the welfare and safety of children to the designated person, and the Headteacher, or if unavailable the Designated Safeguarding Governor or a member of the Senior Leadership Team.
* To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school.

**General**

* Can use ICT effectively to support learning.
* Use of other equipment technology – video, photocopier.
* Full working knowledge of relevant polices/codes of practice and awareness of relevant legislation.
* Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies.
* Understanding of principles of child development and learning processes.
* Ability to self-evaluate learning needs and actively seek learning opportunities.
* Ability to relate well to children and adults.
* Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.

**Develop personally and professionally through:**

* Participation in support staff appraisal.
* Participation in appropriate training.

The job description may be subject to amendment or modification, should circumstances change, but any changes will be discussed with you in the first instance.

In addition to the duties specified, you may be asked to undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific cases. To provide flexibility and to meet the priorities of the school during times of peak work flow you will be asked to support other members of the team undertaking duties that may be below your current grading.

The postholder should show a commitment to the aims, policies, and ethos of the school and Trust and strive to maintain these through personal conduct and effective relationships with colleagues and pupils.

The job description does not form part of the contract of employment.

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_