



Clarendon School

Job Description

Location:	Clarendon Secondary Centre
Post title:	Teaching Assistant
Contract:	Full Time – Term Time Only
Grade:	Scale 4 Point 09
Hours of duty:	32.5 per week
Reports to:	Class Teacher/Head of Secondary Centre/Headteacher

Purpose and Objectives of the Role

- To deliver excellent support to pupils to enhance learning under the direction of the teacher.
- To encourage pupils to become independent learners.
- To actively participate within the whole school team developing strong and positive relationships with staff and pupils.
- To provide educational, welfare and therapeutic support for pupils with a range of learning needs.
- To work as part of the staff team at the direction of the Headteacher or Head of Primary Centre to support pupil's pastoral and learning needs.

Duties and Responsibilities

- Assist the teachers to prepare the classrooms and clear up after use keeping the classroom in good order
- In conjunction with the teacher to proactively provide challenging learning opportunities.
- To help with the planning, preparing, monitoring and assessing of the learning activities.
- To implement strategies for teaching and learning differentiated to differing groups and pupils.
- To be familiar with pupil's individual targets, EHCP outcomes and individual lesson plans.
- To use initiative and proactively facilitate the progress, integration and inclusion of pupils.



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- To supervise pupils at breaks and lunch
- To accompany pupils on trips and outside learning
- Ensure the safety of pupils, staff and self using Team Teach
- Support pupils during integration opportunities or work experience placements
- Provide general admin support to the teacher
- In collaboration with the class teacher liaise with parents and other professionals, maintaining a professional approach at all times
- To be responsible for promoting and Safeguarding the welfare of pupils.
- To provide support for pupils' emotional and social development by encouraging and modelling positive relationships.
- To use ICT to support the teaching and preparing of resources
- To follow the schools behaviour policy to support pupils
- Following school procedures to attend to pupil's social, health, physical, behavioural and medical needs in accordance with individual pupils plans.
- Be aware of key school policies and procedures, especially the Health and Safety and Safeguarding Policies, reporting concerns to the appropriate person.
- Respect the confidentiality of pupil information and respond sensitively to pupils' needs.
- To participate fully within the Performance Management to identify and agree development needs and training. To proactively improve your own practice through observation, training and discussion.
- All staff to work towards the School Development objectives promoting a mutually respectful professional and positive school environment.
- No Annual leave to be taken in term time



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Person Specification Teaching Assistant

School & Location: Clarendon Secondary Centre, Twickenham

The appointment panel will be looking for evidence that the candidate has demonstrated their ability to fulfill the criteria.

Please use the key below to identify which sources we will be looking at for the evidence that the criteria have been met.

A Application

I Interview

R References

	Essential	Desirable
Qualifications and Training		
1. GCSE Maths and English C grade or above or equivalent	A	
2. Knowledge of the National Curriculum		I
3. First Aid		A
4. Full knowledge of safeguarding		I
5. Understanding of equality and diversity		I
Experience and skills		
6. 3 years within an educational setting		A
7. Previous experience of working with pupils with learning needs		A, I
8. Good ICT skills	A, I	
9. Ability to foster good relations with pupils and parents		I
10. Evidence to demonstrate initiative and ability to be proactive	I	
Personal Attributes		
11. Flexible approach	I	
12. To understand how to work well within a team	I, R	
13. Willingness to undertake further training e.g. makaton, epipen etc	I	
14. Effective communication skills both written and verbal	I	
15. Calm and kind approach	I	
16. Confidentiality and discretion	I	