CIRENCESTER KINGSHILL SCHOOL

JOB TITLE: Teaching Assistant (Qualified/Unqualified)

LOCATION: Cirencester Kingshill School – 11 – 16 Secondary School

HOURS: 27 hours and 55 minutes per week at the following times:

9.10 am – 3.10 pm Monday – Friday, to include a 20 minute paid break (if working more than 4 hours per day) and a 25 minute unpaid lunch break at times agreed with the Line Manager.

GRADE: D (Unqualified) / F (Qualified)

RESPONSIBLE TO: The Head of Special Educational Needs and Inclusion and through the Head of Special Educational Needs and Inclusion, to the Head and Governors.

LINE MANAGER: The Head of Special Educational Needs and Inclusion.

RESPONSIBLE FOR: None

JOB PURPOSE
To support teaching staff and Inclusion staff with their responsibility for the development and education processes by providing care and supervision skills to children, including those with special needs.

1. KEY TASKS

Under the direction of, and within an educational plan provided by the classroom teacher.

- Support the learning of SEND pupils through differentiation
- Facilitate the social and emotional development of SEND pupils
- Support the teachers in managing class behaviour
- Help with organising resources in the classroom
- Feedback to teaching staff re progress or concerns
- Communicate effectively with parents/carers
- Personal care
- Assist pupils in being organised and ready to learn
- Work with small groups of pupils under teacher direction (for Qualified TA positions)

2. QUALIFICATIONS/EXPERIENCE REQUIRED

No specific qualification required for Unqualified TA positions.

NVQ, Supporting teaching and Learning (Level 3) or equivalent for Qualified TA positions

3. SUPERVISORY RESPONSIBILITY

None

4. SUPERVISION RECEIVED

Classroom Teacher/Classroom Assistant/Designated Supervisor.

Level of supervision received will be dependent on qualified or unqualified positions.

5. PRINCIPAL CONTACTS

Pupils, Classroom Teacher/Supervisor, Classroom Assistant, Other Professional Groups, General Assistants, Parents.

Principal contacts will be dependent on qualified or unqualified positions.

The job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Job descriptions are to be reviewed annually.

Your job description is not your contract. The document is flexible and can be changed according to the needs of the organisation in agreement with the Line Manager or the Headteacher.

Other Conditions

Holiday Entitlement
The posts are part time, term time, including In Service Training Days which totals 44.55 weeks of the year. This includes 24.5 days paid holiday rising to 29.5 days after 5 years continuous service plus statutory holidays. Holidays must be taken during the school holidays.

Claims/Time off in Lieu
If a member of Support Staff in their job description is required to work after their contractual hours or occasionally work outside their contractual hours, which has been agreed in advance with their Line Manager, they can either be paid for the agreed time on a claims basis or take time off in lieu in line with the school policy.

Resignation
A resignation period of 1 month is required.

Disclosure & Barring Service
All employees of the school are required to apply for a Disclosure & Barring Service Clearance Certificate.

This job description may be amended at any time after discussion with you, but in any case will be reviewed before 1.4.22.

Post Holder Sign: ….…….……...…… Date:……...……

Please print your name……

Line Manager Sign……..… Date:……..……..

Please print your name ……...……...……

September 2021