



## Job Description

**Post:** Teaching Partner  
**Grade:** 3 (points 4 – 6) - 5 (points 11 to 14) depending on experience  
**Hours:** Term Time plus INSET (39 weeks)

|                     |  |
|---------------------|--|
| <b>Location</b>     | Within The North Cotswold Schools' Federation MAT (NCSF MAT) |
| <b>Reporting to</b> | Heads of School & Trust SENDCO                               |

### Key Responsibilities and Accountabilities

- Assist in the educational and social development of all pupils under the direction and guidance of the SLT, SENCO and class teachers
- Assist in the implementation of My Plan, My Plan+ or EHCPs for pupils, help monitor progress and keep up to date relevant records
- Provide support for individual pupils and small groups of pupils, inside and outside of the classroom to enable them to fully participate in activities
- Use the marking policy to mark books and work of pupils that they have supported in and out of class
- Work with other professionals, such as speech therapists and occupational therapists, as necessary
- Assist class teachers with maintaining pupils' records
- Support children's SEMH needs
- Use the school's behaviour and relationships policy to support children
- Provide cover/supervision where required
- Adhere to the settings code of conduct
- Ensure rooms are left clean and tidy at the end of a session
- Ensure confidentiality with regard to the staff, parents and children is adhered to at all times
- Work with the staff within your setting, in such a way as to offer the children high quality care, education, attention, stimulation and support
- Have a high awareness of the setting's policies and procedures and ensure these are carried through by you during everyday tasks
- To promote the work and image of the School by always maintaining high standards of personal appearance and adopting a friendly, professional approach to parents, members of the public and the wider community
- To support the NCSF vision and the Christian vision of the school
- To be concerned with the general welfare of the children, including matters relating to personal hygiene and health
- To provide simple first aid, when necessary, and to take all reasonable measures to ensure health and safety in the classrooms

[www.northcotswoldschools.co.uk](http://www.northcotswoldschools.co.uk)

 01386 840634  [enquiries@ncsf.school](mailto:enquiries@ncsf.school)

North Cotswold Schools Federation MAT | c/o St James & Ebrington Primary School | Pear Tree Close | Chipping Campden | Gloucestershire | GL55 6DB

*Rooted in our Christian understanding of life in its fullness, NCSF schools are safe aspirational learning communities where all are **Nurtured** and **Cherished** to **Shine** and **Flourish** as lights in the world.*

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- To undertake CPD courses as necessary for professional development
- To attend INSET days and twilights sessions for CPD
- To undertake such other duties consistent with the nature and responsibility of the post as may be reasonably assigned by the Head of School and SENDCo

### **Safeguarding**

- Understand and adhere to the settings safeguarding policies and procedures to keep children safe and secure and ensure others at the setting are adhering to the policy
- Deal with child protection issues, reporting any concerns to the Designated Safeguarding Lead or the Deputy and record factual information accurately
- Ensure non-discriminatory behaviour and equality is maintained within the day care environment and promotes diversity and that the settings equal opportunity policy is adhered to at all times

**Notes: This job description may be amended at any time in consultation with the post holder.**

**Last review date: June 24**

**Next review date: June 25**

**Head of School's signature:**

**Date:**

**Post holder's signature:**

**Date:**

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