A bee on a paper

Description automatically generated with low confidence John Clifford School

Nether Street

Beeston

Nottingham

NG9 2AT

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Headteacher: Janine Waring

**Job Description:** Temporary Teaching Assistant

**Location:** John Clifford School

**Salary Range:**  JE Grade 3, Pt 5 - 7

**Actual Salary:** £18,476 - £19,156

**Contracted hours:** Full time, Term Time only

**Required from**: October 2023 - 12 months

**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 work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area, with direct support available from the teacher or senior member of staff.

**Reporting to:**

* Senior Teaching Assistant

**Responsible for:**

* Indirectly for all children within School.

**To co-operate with:**

* All colleagues in all teams
* Parents, carers, and the local community

**Disclosure:**

* Clear and current Enhanced DBS check.

**Key Responsibilities:**

* Supervising and providing particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
* Planning and providing practical assistance in relation to identified physical needs
* Assisting with the development and implementation of School Based Plans and Personal Care programmes
* Establishing a constructive relationship with pupils and interacting with them according to individual needs
* Promoting the inclusion and acceptance of all pupils
* Supporting pupils in their learning in all areas of the curriculum
* Liaising with the team, specialist teaching assistant and SENCO around progress and next steps
* Undertaking structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
* Establishing constructive relationships with parents/carers
* Assisting with the supervision of pupils at break times
* Accompanying teaching staff and pupils on visits, trips and out of school activities as required and taking responsibility for a group under the supervision of the teacher

**General Responsibilities:**

* Being aware of and comply with school policy and procedures particularly in respect of Child Protection and Health and Safety
* Being aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
* Contributing to the overall ethos/work/aims of the school
* Ensuring the safe organisation of learning activities and the physical teaching space and resources for which they have responsibility
* Appreciating and supporting the role of other professionals
* Attending relevant meetings as required
* Participating in training and other learning activities and performance development as required
* Being aware of confidential issues linked to home/pupil/teacher/schoolwork 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

**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.

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

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