

Job Description

Staploe Education Trust and its schools are committed to safeguarding and promoting the welfare of children and young people, and expects all adults working within our Trust to share this commitment

Job Title:	Teaching Assistant
Line Manager:	Assistant Headteacher
Location:	Soham Village College
Salary:	Level 1
Hours of work:	30 hours 50 minutes per week, Monday to Friday, 8.30am – 3.00pm (with a 20 minute unpaid break each day), term time only

Job Purpose:

Support the classroom teacher to facilitate the active participation of children in the academic and social activities of the school.

Main duties and responsibilities

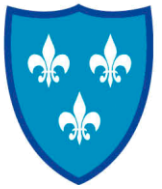
- The post holder will be required to demonstrate a continual positive commitment to the Trust's policies including those relating to safeguarding children, health & safety, and equal opportunities. You will be committed to safeguarding and promoting the welfare of young people, a responsibility we expect all our staff to share

Support for children

- Under the direction of the teacher, carry out pre-determined tasks to support pupil learning
- Establish and maintain supportive relationships with individual pupils or small groups to ensure they understand and can achieve the tasks
- Provide learning support as required for children with special needs, or where English is not their first language
- Help with the care and support for pupils, including attending to their emotional and/or physical care needs
- Support inclusion in the classroom, ensuring all pupils feel involved with tasks and activities

Support for the curriculum

- Under the direction of the teacher, support the school curriculum, including literacy and numeracy activities
- Support the use of ICT in the curriculum



Support for the teacher

- Complete records and contribute to reports on pupil progress and development as directed
- Provide information to help the class teacher plan appropriate work programmes
- Help to prepare the learning environment for use
- Undertake support activities for the teacher as required, e.g. photocopying, preparation of materials, mounting displays
- Contribute to the management of pupil behaviour and take control of minor situations to allow the teacher to continue the lesson

Support for the school

- Develop and maintain effective working relationships with other staff and parents or carers
- Contribute to the maintenance of a safe and healthy environment
- Attend and actively participate in staff meetings
- Other duties and responsibilities, express and implied, which arise from the nature and character of the role and are commensurate with the grade of the post
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
- This job description is not necessarily a comprehensive definition of the post

The job description will be reviewed after one term and then annually.