

BROOMHILL BANK SCHOOL

JOB DESCRIPTION

JOB TITLE: Teaching Assistant Level 1

REPORTING TO: TA Manager / Head of School

SALARY RANGE: Kent Range 4 or 5

EFFECTIVE DATE OF JOB DESCRIPTION: Reviewed April 2023

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| 1 | JOB PURPOSE |
| | To provide outstanding support for teaching and facilitate outstanding independent learning at Broomhill Bank School. |
| 2 | TEACHING AND LEARNING |
| 2.1 | Support learning in the classroom under the direction of the teacher, to enable students and groups of students to make maximum progress towards achieving their targets; ensuring high standards in health, safety and good behavior is maintained. This may include working 1 to 1 with a student. |
| 2.2 | Contribute to the facilitation of excellent behaviour for learning, establishing and maintaining positive relationships with individual students and group. |
| 2.3 | Manage classroom activities safely ensuring that the physical learning space and the resources in it are conducive to student learning. |
| 2.4 | Be able to use a range of strategies to deal with classroom behaviour and understand individual behavioural needs to ensure students' learning needs are met. |
| 2.5 | Administer routine tests and undertake routine marking as directed maintaining records as requested in order to allow the class teacher to concentrate on other activities requiring their professional input. Support the class teacher with formative assessment within the lesson providing constructive feedback to students, both written and verbal. |
| 2.6 | Promote good student behaviour, dealing promptly with conflict and incidents in line with established policy. Encourage students to take full responsibility for their own behaviour in order to maintain required standards of discipline and students' wellbeing, health and safety. |
| 2.7 | Work within the Code of Practice relating to Special Educational Needs. |
| 3 | RESPONSIBILITIES SPECIFIC TO ROLE |
| 3.1 | Set and maintain high standards of discipline and behavior throughout school, to provide a climate where all students can learn, and staff can teach. |
| 3.2 | Support and empower staff to develop the skill and ability to manage the full range of behaviours experienced during the school week. |
| 3.3 | Intervene and support students and staff in instances where serious or persistent breaches of the Behaviour Policy have occurred. |

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| 3.4 | Liaise with parents/carers, the LCSP and other organisations to agree strategies and obtain services and provision to support specific student needs. |
| 4 | STANDARDS AND QUALITY ASSURANCE |
| 4.1 | Support the aims and ethos of the school. |
| 4.2 | Set a good example in terms of presentation, punctuality and attendance and behaviour. |
| 4.3 | Attend and participate in 'special' school events and student performances. |
| 4.4 | Actively uphold the school's behaviour code, school rules and uniform regulations. |
| 4.5 | Participate in staff training with commitment to own Continuous Professional Development and enthusiastic participation in leadership training activities. |
| 4.6 | Attend team and other school meetings. |
| 4.7 | Develop links and collaborate with other key stakeholders including Governors, the Local Authority, other schools and the local community. Development of BBS North and West relations by encouraging staff from both schools to cooperate in whole school activities/events. |
| 5 | OTHER DUTIES AND RESPONSIBILITIES |
| 5.1 | Responsible via coaching, mentoring and Appraisal for own practice and continuing professional development; identifying training and development needs in line with school policy and maintaining a CPD portfolio reflecting personal and professional achievements. |
| 5.2 | Share in the corporate responsibility for the well-being and discipline of all students and staff. |
| 5.3 | Visibly support and uphold the school policies for behaviour management, discipline, bullying and health and safety, and the school's Equality Duties. |
| 5.4 | Work within the policies, codes of practice and legislation relating to the school, reporting any concerns to the relevant person. |
| 5.5 | General involvement in the efficient day-to-day running of the school. |
| 5.6 | Participate in student Key working / mentoring/coaching. |
| 5.7 | Carry out any other duties as may reasonably be requested by the Executive Headteacher or Governing Body. |

The Governors are committed to safeguarding and promoting the welfare of children and the successful candidate will therefore be subject to an Enhanced Check with the Disclosure Barring Service and other pre-employment checks as per the Keeping Children Safe in Education (2022) guidance.

Broomhill Bank School recognises diversity and welcomes applications from anyone with relevant qualifications and knowledge.