**Leybourne Ss Peter and Paul CEP Academy**

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| **Job Description** **JOB TITLE:** | **Teaching Assistant** |
| **HOURS:**  | **20 hours a week** **Term time only (38 weeks, not including staff development days)**  |
| **GRADE:**  | **Tenax Range 3 (£16,823 FTE)** |
| **RESPONSIBLE TO:**  | **Headteacher**  |

This job description may be amended at any time following discussion between the Headteacher and the member of staff

**Duties and responsibilities**

* Supporting individuals and groups in achieving lesson objectives, helping every individual to achieve their best
* Providing effective feedback to children and teachers including appropriate record keeping to support learning process
* Understanding children as individuals and supporting them in overcoming any barriers to learning by supporting them knowledgeably and sensitively
* Preparation of learning resources in liaison with teachers
* Support the class teacher in liaising with parents
* Assisting in the creation of effective displays

**Behaviour and Safety**

* Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils
* Have high expectations of behaviour, promoting self-control and independence of all learners
* Carry out playground and other duties as directed
* Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures

**Team working and collaboration**

* Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies
* Work as a team member
* Contribute to the professional development of other staff and support the induction of new staff
* Fulfil wider professional responsibilities
* Work collaboratively with others to develop effective professional relationships
* Effective communication with parents/carers and other partners and professionals to achieve best possible outcomes for children
* Make a positive contribution to the wider life and ethos of the school

**Administration**

* Support Class Teachers in the general administration necessary for the effective running of the school

**Professional development**

* Participate in reviewing the effectiveness of your support and its impact on pupils’ progress, attainment and wellbeing and respond to advice and feedback from colleagues
* Participate in appropriate training to ensure every child is well understood and supported in reaching their full potential in all aspects of their school experience
* Annual Appraisal

**Other**

* To have professional regard for the ethos, policies and practices of Leybourne Ss Peter and Paul CEP Academy, and maintain high standards in your own attendance and punctuality
* Perform any reasonable duties as requested by the Headteacher

June 2020