

Job Description: Para-Teacher

School: Dover Christ Church Academy
Responsible to: Line Manager

Purpose of the Job:

To collaborate with teachers in planning and delivering programmes of teaching and learning activities for classes. The primary focus is to undertake educational activities with individuals, groups and whole classes within a framework agreed with and under the overall direction and supervision of a qualified teacher including taking responsibility for teaching a small number* of classes on a permanent or semi-permanent basis.

Key duties and responsibilities:

1. Plan, prepare and deliver assigned programmes of teaching and learning activities to individuals, small groups and/or classes modifying and adapting activities as necessary under the overall direction and supervision of a teacher.
2. Assess, record and report on development, progress and attainment
3. Liaise with staff and other relevant professionals and provide information about students as appropriate
4. Use teaching and learning objectives to plan, evaluate and adjust lessons/work plans as appropriate within agreed systems of supervision
5. Assess the needs of students and use detailed knowledge and specialist skills to support students' learning
6. Support students in social and emotional well-being, reporting problems to the teacher as appropriate
7. Develop and implement Individual Development Plans for students (such as Individual Educational Plans), including attendance at, and contribution to, reviews
8. Support the role of parents / carers in students' learning and contribute to meetings with parents / carers to provide constructive feedback on student progress/achievement etc
9. Liaise with external agencies on a regular basis
10. To undertake at least one of the following:
 - a. Provide specialist support to students with learning, behavioural, communication, social, sensory or physical difficulties
 - b. Provide specialist support to students where English is not their first language
 - c. Provide specialist support to gifted and talented students
 - d. Provide specialist support to all students in a particular learning area (eg Mathematics, English, Science, ICT, literacy, numeracy, National Curriculum subject).

A member of staff in this role may also undertake some or all of the following:

1. Supervise or manage the work and development of other classroom support staff
2. Be responsible for the preparation, maintenance and control of stocks of materials and resources
3. Provide pastoral care to students for example as head of a tutor group
4. Provide short- term cover supervision of classes within degree subject curriculum area or related curriculum area on a daily basis
5. Be responsible for students who are not working to the normal timetable
6. Invigilate exams and tests

*A "small number" is taken to be less than 30% timetable.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Person Specification: Para Teacher

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	Level 3 Diploma (or equivalent) plus knowledge acquired through training and experience plus additional professional development.
EXPERIENCE	Successful relevant experience of working with children of relevant age within a learning environment.
SKILLS AND ABILITIES	<p>Demonstrate specialist skills that may be appropriate to above</p> <p>Good understanding of child development with the ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment</p> <p>Be able to work calmly under pressure with the ability to adapt quickly and effectively to changing circumstance/situations.</p>
KNOWLEDGE	<p>Requires knowledge and understanding of National Curriculum requirements in relation to specialist area (eg additional needs, curriculum area), including planning, preparing and delivering programmes of learning activities to groups and classes.; also detailed understanding of how students of relevant age group(s) and ability learn; relevant learning strategies and methods.</p> <p>Knowledge and compliance with policies and procedures relevant to child protection and health and safety</p>