Leckhampton
C of E Primary School

Name:

Job Title: Teaching Partner

Salary Scale Point: Grade D

Relationships

- The post holder is responsible and accountable to the Head Teacher and to suitably qualified staff allocated by the Head Teacher.

Job Purpose

- To work under the instruction/guidance of teaching 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.

Generic Responsibilities:

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
- Assist with the implementation of My Plans and Personal Care programmes under the direction of the teacher.
- Establish constructive relationships with pupils and interact with them according to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher.
- Uphold the Code of Conduct of the School.

Specific Responsibilities

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc in line with School policy.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Provide admin support e.g. photocopying, filing.
- To carry out any other duty which is deemed reasonable by the Head Teacher.

Support for the Curriculum

- Undertake structured and agreed learning activities/teaching programmes.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use

Support for the School

- Be aware of and comply with policies and procedures especially those relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the School
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times eg playtimes, lunchtimes
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher
- Adopt confidentiality at all times

Experience

- Working with or caring for children of relevant age.

Qualifications

- Good numeracy/literacy skills
- NVQ2 for Teaching Assistants or equivalent qualifications or experience
- First Aid training as appropriate.

Willingness to acquire/develop knowledge and skills in these areas

- Effective use of ICT to support learning.
- Understanding of relevant policies/codes of practice and awareness of relevant legislation.
- General understanding of the national curriculum and other basic learning programmes/strategies.
- Basic understanding of child development and learning.
- Ability to self-evaluate learning needs.
- 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.

Special Conditions

The postholder will be subject to an enhanced DBS disclosure and suitability check to satisfy child protection requirements. The post is exempt from the provisions of the Rehabilitation of Offenders Act and all convictions or cautions must be declared.

At all times ensure that priority is given to the safeguarding of young people and that Safeguarding Policies and Procedures are followed.

This Job Description may be amended at any time, according to the changing priorities of the School as identified within the School's strategic plan and in consultation with the post holder.

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Signed by Miss S Porter
for and on behalf of
Leckhampton C of E Primary School
Date ……..

Signed by

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Leckhampton C of E Primary is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.