



BENNERLEY FIELDS SCHOOL

Bennerley Fields School

Relief Teaching and Learning Assistant – Grade 5

Job Description

Job title:	Relief Teaching and Learning Assistant
Responsible to:	Headteacher
Salary scale:	Grade 5, pay point 12-15 (hourly rate £8.43 - £8.85)
Hours	As and when required (no guaranteed hours), term-time only

The appointment is subject to the current conditions of employment for Teaching Assistants contained in the Guidelines of the Derbyshire County Council agreed framework and the Education Act (2002), with particular regard to the regulations made under section 133 and the statutory responsibilities of the Governing Bodies of schools, and any other current applicable legislation. The postholder will comply with Health and Safety requirements and specifically will take reasonable care of him/herself and other persons who may be affected by his/her acts or omissions at work (Health and Safety at Work Act 1974), and other relevant employment legislation and school policies.

The Governing Body reserve the right to amend the job description at any time after consultation with the postholder.

GENERAL DESCRIPTION OF THE POST

To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom, including assisting with the general care, mobility and personal hygiene needs of pupils. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning and recording cycle, and the management/preparation of resources. The TA may be required to manage behaviour and assist pupils to undertake set activities. The primary focus will be to ensure continued high quality learning and pupil achievement.

CORE REQUIREMENTS OF THE POST

The postholder will demonstrate essential professional characteristics, and in particular will:

- Engage and motivate pupils
- Improve the quality of pupils' learning
- Inspire trust and confidence in pupils and colleagues
- Build team commitment with colleagues and in the classroom
- Demonstrate analytical thinking
- Demonstrate empathy with and an appreciation of the care needs of pupils

Teaching Assistant Agreed Framework Requirements

In all cases, indicative tasks at the competency level specified within the Teaching Assistant agreed Framework, will be the reference point for the competencies listed below.

PUPIL PROGRESS

- Be a proactive part of the teaching team, ensuring that all pupils make good or better progress
- Establish constructive relationships and use a variety of methods to communicate with parents and other relevant professionals, in liaison with the teacher, to support pupils' learning, well-being and progress
- Promote the inclusion and acceptance of all pupils within the classroom, school and wider community
- Encourage pupils to interact and work co-operatively in learning activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance and build self-esteem

PROFESSIONAL PRACTICE

- Maintain, develop and apply professional knowledge to enable effective teaching and learning support
- Share such knowledge with colleagues to improve whole school effectiveness
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Respond quickly and appropriately to demands made by individual pupils to meet general care, mobility, and personal hygiene needs
- Understand and apply the principles of good classroom management
- Understand and apply a range of appropriate support strategies
- Be conversant with the schools safeguarding policy and actively employ said policy in order to keep pupils across school safe

WHOLE SCHOOL ETHOS

- Where appropriate contribute to the formulation of school policies
- Execute school policies
- Promote the wider aspirations of the school
- Share in the visions and values of the school

Signed.....Post Holder.....date

Signed.....Head.....date