



ST. THOMAS OF CANTERBURY C OF E JUNIOR SCHOOL  
“Realising the potential of every child within a caring, Christian community”

## JOB DESCRIPTION

**NAME:** A. N. Other **DATE:** November 2021  
**JOB TITLE:** Teaching Assistant (SEND) **SALARY SCALE:** Scale 3 Point 4-5  
**RESPONSIBLE TO:** Headteacher/ SENCO **LIAISON WITH:** All school staff

**HOURS:** 26¼ hours

Monday 8:45 -12:00	Tuesday 8:45 -12:00	Wednesday 8:45 -12:00	Thursday 8:45 -12:00	Friday 8:45 -12:00
(3¼ hrs)	(3¼ hrs)	(3¼ hrs)	(3¼ hrs)	(3¼ hrs)
13:15 -15.15	13:15 -15.15	13:15 -15.15	13:15 -15.15	13:15 -15.15
(2 hrs)	(2 hrs)	(2 hrs)	(2 hrs)	(2 hrs)

The funding for this post is specific to a particular pupil. Therefore, when the pupil leaves, the finances would move to the next school. At such a time, the hours may be reduced or cease altogether.

These hours need to be flexible to fit the needs of the pupil, therefore the specific times and days of the week may vary. This will only be done in discussion with you.

### GENERAL DUTIES:

1. To work with and support the classteacher to fulfil the educational, social and emotional needs of the children (or a named pupil)
2. To provide general welfare assistance throughout the school

### PARTICULAR DUTIES:

- To work with individuals or small groups of children under the direction of teaching staff
- To establish positive relationships with the children supported
- To implement planned learning activities/teaching programmes as agreed with the classteacher adjusting activities according to children's responses as appropriate
- To support children with activities which support literacy and mathematics skills
- To support the use of IT (computing) in the classroom and develop children's competence and independence
- To promote positive behaviour management in line with school policies (Character Education) and help keep children on task
- To interact with, and support children, according to individual needs and skills
- To promote the inclusion and acceptance of children with special needs within the classroom ensuring access to lessons and their content through appropriate clarification, explanation, differentiation and resources
- To participate in planning and evaluation of learning activities with the classteacher, providing feedback to the classteacher on pupil progress, attainment and behaviour
- To monitor and record pupil activities as appropriate, writing records and reports as required
- To provide feedback to children in relation to attainment and progress under the guidance of the classteacher



## ST. THOMAS OF CANTERBURY C OF E JUNIOR SCHOOL

*“Realising the potential of every child within a caring, Christian community”*

- To support learning by arranging/providing resources for lessons/activities under the direction of the classteacher
- To attend to children’s personal needs including help with social, welfare and health matters, including minor first aid (where qualified to do so)
- To assist with the development and implementation of PCPs and targets
- To liaise with other staff and provide information about children as appropriate
- To assist with the display and presentation of children’s work
- To supervise the children for limited and specified periods including break-times when the post holder should facilitate games and activities
- To assist with escorting pupils on educational visits and to contract taxi/ buses if required
- To understand and apply school policies in relation to health, safety and welfare; Child Protection and Safeguarding
- To attend relevant training and take responsibility for own professional development including participation in Performance Management reviews
- To attend relevant school meetings/non pupil days as required
- To respect confidentiality at all times
- These duties may be varied to meet changed circumstances at the discretion of the Headteacher

**NOTE:** The job description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.

The job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out above.