



The essence of the work of the Foundation is a commitment to facilitate personal and educational growth and development in the children and young people for whom we care.

JOB DESCRIPTION

Post:- Supply Teaching Assistant (Casual)

Responsible to:- Class Teacher or Leadership Team

Salary:- £80 - £100 per day

Role:- To support the learning and behavioural aspects of a pupil's development within a class or pastoral environment under the general direction of the Class Teacher or other appropriate member of the education team. The Teaching Assistant will participate in recording, monitoring and evaluating individual plans, strategies and support needs to ensure progress.

Duties:- This job description describes in general the normal duties which the post holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

1 Teaching & Learning

- 1.1 Assist in the educational, social, emotional and behavioural development of pupils under the direction and guidance of the School Leadership Team.
- 1.2 Assist the Class Teacher/SENCO in delivering teaching and learning on a lesson by lesson basis as directed by the Class Teacher/SENCO and indicated in each lesson plan.
- 1.3 Undertake specific instruction of pupils on a one to one or small group basis to assist their recovery to expected levels in reading and spelling, numeracy and other basic skills (e.g. ICT).
- 1.4 Assist in the implementation of Personal Education Programmes for students and help monitor their progress.
- 1.5 Assist in the implementation of Individual Education Programmes for students and help monitor their progress.
- 1.6 Provide support for individual students inside and outside the classroom to enable them to fully participate in learning activities.

- 1.7 Assist in the implementation of Behaviour Support Plans for students and help monitor their progress.
- 1.8 To assess previously absent pupils and ensure their continuity of learning on return to class lessons.
- 1.9 Work within a multi-disciplinary team to support children and young people's outcomes.
- 1.10 Assist Class Teachers with all aspects of teaching and learning and maintaining student records.

2 Administrative Duties

- 2.1 Prepare and present displays of students' work.
- 2.2 Complete written incident and physical intervention reports, as and when required.
- 2.3 Support the Class Teachers in photocopying and other tasks in order to support teaching.

3 Standards and Quality Assurance

- 3.1 Support the aims and ethos of the school and Caldecott Foundation.
- 3.2 Set a good example in terms of dress, punctuality and attendance.
- 3.3 Attend all team and staff meetings and all training.
- 3.4 Undertake professional duties that may be reasonably assigned by the Head of Education.
- 3.5 Be proactive in matters relating to health and safety.
- 3.6 Undertake other reasonable duties from time to time as the Head of Education requires.
- 3.7 Undertake lunch duties each day directed by the School Leadership Team.
- 3.8 Inputting pupil data: teachers will need to make the initial entry of pupil data into school management systems.

4. Health & Safety

- 4.1 To maintain an awareness and observation of Fire and Health and Safety Regulations.

5. Equal Opportunities

- 5.1 To contribute to the development, establishment and implementation of clear Equal Opportunities objectives for the service which promote equity for all service users and members of staff and formulate equality targets and performance measures for both employment and service delivery.
- 5.2 To promote and monitor development and anti-oppressive services which are ethically, religiously sensitive and recognise issues of disability in accordance with legislation and Foundation policy.
- 5.3 To promote a positive approach to all potential and existing service users and ensure that services under the posts control reflect this approach.

The duties outlined in this job description are not exhaustive and may change from time to time due to the changing nature of the working environment. You are expected to carry out all appropriate tasks necessary to meet the needs of the services or as may be requested by your line manager.

March 2017