

Job Description



We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS disclosure, barred list check, eligibility to work in the UK check, proof of identity, childcare disqualification check, qualifications check and living/working overseas check.

Post Title	Teaching and learning support assistant	Post No	
School	Sharmans Cross Junior School		
Salary Band/Range	Band C. (£25,992 to £28,624) pro rata Term time only including school INSET days 08:50 – 15:30 (times may vary if staggered start/finish) Monday – Friday including lunch duty. Contract is fixed term to be reviewed in July 2025		
Responsible to	Head teacher		
DBS Check	This post is subject to an enhanced DBS disclosure, barred list check, eligibility to work in the UK check, proof of identity and qualification check and living/working overseas check. This post is exempt from the provisions of the Rehabilitation of Offenders Act, 1974.		
Special Conditions	The normal pattern of work will be 30 hours 50 minutes per week. (30.85 hours per week)		

1. Job Purpose
To support individual pupils, as a small group, as a whole class and within a class; enabling them to access the curriculum, participate fully in all aspects of school life and make significant progress.

2. Key Responsibilities

2.1	Main Duties
	<ul style="list-style-type: none"> To work with an individual child with SEND, small group or whole class as directed by the class teacher. To address individual pupils' needs and to feedback to the class teacher about individual pupil progress. To liaise with the class teacher regarding individual, small group and whole class planning as appropriate. To participate in the on-going assessment, recording and reporting of pupils' progress including contribution to, or participation in, educational reviews To plan and prepare resources, including computing, for individual pupil/small groups in line with class teacher's plans. To plan, deliver and assess small group intervention To annotate Needs Based Plans/EHCP, plan for and deliver work to support pupils' specific targets. To support class teachers with educational visits including taking responsibility for

	<p>the care, welfare and learning of individuals and small groups of children.</p> <ul style="list-style-type: none"> • To promote the social and emotional development of pupils including at lunchtime • To report any notable issues about individuals or groups to the class teacher. • To supervise/teach the whole class for short periods if required. • To undertake lunch and break time supervision of specific children, small groups or nurture group • Meet and liaise with parents and external support services regularly and support review meetings • To engage in training and other Continuing Professional Development (CPD) to support the role • To support the wider needs of the school including PTA events, curriculum enrichment activities and parent workshops and meetings • To undertake any other reasonable task requested by the class teacher and Head teacher.
2.2	People
	<ul style="list-style-type: none"> • Carry out role by: <ul style="list-style-type: none"> ○ Maintaining close liaison with class teachers in order to be aware of and respond appropriately to the needs of all children in your care ○ Ensure excellent provision is in place for the children including preparing activities, their delivery and evaluation ○ Ensure close liaison with parents and external services to support the child's needs ○ Understand and apply the school behaviour systems in order for the children to learn and play within agreed parameters • Work in close partnership with all school staff and support the whole school ethos • Set a good example in terms of dress, attendance and punctuality • Uphold the school's behaviour codes and uniform rules • Attend staff meetings when requested • Engage with personal Appraisal opportunities and identify and attend relevant personal Continuing Professional Development • Ensure excellent provision in place for the children including preparation of resources
2.3	Safeguarding
	<p>Sharmans Cross Junior School is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children and young people for whom she/he is responsible or comes into contact with.</p> <ul style="list-style-type: none"> • Support the school in promoting safeguarding and welfare, being specifically responsible for the children and young people s/he is responsible for, or comes into contact with • Refer any safeguarding issues to the School's DSL immediately.
2.4	Financial
	<ul style="list-style-type: none"> • Advise class teacher of personal thoughts for how finances could be best used to maintain and develop the provision.
2.5	Buildings & Equipment
	<ul style="list-style-type: none"> • Support the manager in the setting up, use of and clearing away of resources • Report any health and safety concerns to your manager regarding adults or children • Be responsible for carrying out any other duties as required by the school which are

	commensurate with the post.
2.6	Health & Safety
	The post holder will be responsible for his/her own health and safety and must ensure the health and safety of all children. All duties and responsibilities must be carried out in line with the specific requirements detailed in the school's Health and Safety policies.

2.7	Policies & Procedures
	The post holder will be accountable for ensuring that he/she is aware of relevant School policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures. <ul style="list-style-type: none"> To engage with and adhere to all relevant schools policies e.g. Child Protection, Safeguarding, No Smoking, Health and Safety, Data Protection, Equal Opportunities and Staff Code of Conduct

3.	Other Conditions
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3.1	Mobility
	Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at Sharmans Cross Junior School and within another school.
3.2	Equal Opportunities
	Sharmans Cross Junior School is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences and to treat everyone with dignity and respect.
3.3	Variations to Job Descriptions
	Due to changing customer demands, duties and responsibilities are likely to vary from time to time and Sharmans Cross Junior School therefore retains the right to amend job descriptions to reflect changing requirements.
3.4	Training and Development
	Sharmans Cross Junior School is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs and to fully engage in the appraisal system.
3.5	Lean
	Sharmans Cross Junior School is committed to improving and streamlining its processes using 'Lean' techniques and expects all employees to share its commitment to continuous improvement.
3.6	Core Qualities & Leadership Framework
	Sharmans Cross Junior School expects all staff to demonstrate the behaviours in the Core Qualities Framework and where appropriate, those in the Leadership Framework, to an acceptable level.

	Sara Wilkes	February 2024
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