



Clarendon School

Job Description

Location:	Clarendon Secondary Centre
Post title:	Teaching Assistant
Contract:	Full Time – Term Time Only
Grade:	Scale 4 NJC09
Hours of duty:	32.5 per week, 39 weeks per year
Reports to:	Class Teacher/Head of Primary Centre/Headteacher

Purpose and Objectives of the Role

- To deliver excellent support to pupils to enhance learning under the direction of the teacher.
- To encourage pupils to become independent learners.
- To actively participate within the whole school team developing strong and positive relationships with staff and pupils.
- To provide educational, welfare and therapeutic support for pupils with a range of learning needs.
- To work as part of the staff team at the direction of the Headteacher or Head of Primary Centre to support pupil's pastoral and learning needs.

Duties and Responsibilities

- Assist the teachers to prepare the classrooms and clear up after use keeping the classroom in good order
- In conjunction with the teacher to proactively provide challenging learning opportunities.
- To help with the planning, preparing, monitoring and assessing of the learning activities.
- To implement strategies for teaching and learning differentiated to differing groups and pupils.
- To be familiar with pupil's individual targets, EHCP outcomes and individual lesson plans.
- To use initiative and proactively facilitate the progress, integration and inclusion of pupils.
- To supervise pupils at breaks and lunch
- To accompany pupils on trips and outside learning



Clarendon School

Job Description

- Ensure the safety of pupils, staff and self using Team Teach
- Support pupils during integration opportunities or work experience placements
- Provide general admin support to the teacher
- In collaboration with the class teacher liaise with parents and other professionals, maintaining a professional approach at all times
- To be responsible for promoting and Safeguarding the welfare of pupils.
- To provide support for pupils emotional and social development by encouraging and modelling positive relationships.
- To use ICT to support the teaching and preparing of resources
- To follow the schools behavior policy to support pupils
- Following school procedures to attend to pupil's social, health, physical, behavioral and medical needs in accordance with individual pupils plans.
- Be aware of key school policies and procedures, especially the Health and Safety and Safeguarding Policies, reporting concerns to the appropriate person.
- Respect the confidentiality of pupils information and respond sensitively to pupils needs.
- To participate fully within the Performance Management to identify and agree development needs and training. To proactively improve your own practice through observation, training and discussion.
- All staff to work towards the School Development objectives promoting a mutually respectful professional and positive school environment.
- No Annual leave to be taken in term time



Clarendon School

Person Specification

Post Title: Teaching Assistant

School & Location: Clarendon Secondary Centre, Egerton Road Twickenham

The appointment panel will be looking for evidence that the candidate has demonstrated their ability to fulfill the criteria. Please use the key below to identify which sources we will be looking at for the evidence that the criteria have been met.

A Application

I Interview

R References

		Source	Essential (E) or Desirable (D)
Qualifications and Training			
1	GCSE Maths and English C grade or above or equivalent	A	E
2	Five GCSEs at grades A* to C or an NVQ Level 2 or willingness to undertake an NVQ Level 2 in a relevant field	A	E
3	Full knowledge of Safeguarding	A,I	D
4	Understand of Equality and Diversity	I	E
Experience and skills			
3	Experience of working in a team and the ability to contribute effectively to the workload and responsibilities of a team	A,I	E
4	Previous experience of working with pupils in an educational setting	A	D
5	An understanding of how children develop and learn	A,I	D
6	Good ICT skills	A, I	E
7	Ability to build and maintain good professional relationships with pupils, parents and work colleagues	I	E
8	Ability to work on own initiative and be proactive	A,I	E
9	An understanding of when to refer issues elsewhere for effective resolution	A,I	E
Personal Attributes			



Clarendon School

Person Specification

10	Effective communication skills both written and verbal	I	E
11	Excellent interpersonal skills	I	E
12	An understanding of confidentiality and discretion and how it would apply to this role	I	E
13	Calm and kind approach		
14	Willingness to undertake further training e.g makaton, epipen etc		