

Sir Henry Floyd Grammar School

Job Description: Assistant Teacher

Main responsibility

- To supervise whole or part classes of students and to ensure that the students carry out the tasks set by teaching staff.

Absence Cover

- To supervise whole or part classes of students and to ensure that the students carry out the tasks set by teaching staff.
- To manage the behaviour of students whilst they are undertaking work to ensure a positive learning outcome from the lesson, and follow the Staged Response for rewards and sanctions.
- To respond to any questions from students about process and procedures.
- To deal with any immediate problems or emergencies according to the School's policies and procedures.
- To collect completed work after a lesson and pass to the appropriate teacher.
- When absence is known in advance, to liaise with the member of staff concerned in order to fully prepare for the supervision of those classes.

Support for students

- To supervise students engaged in learning activities.
- To act as a role model and set high expectations of conduct and behaviour.
- To promote the inclusion and acceptance of all students in the classroom.
- To keep students on task and to respond to general queries.
- To provide resources or adapt for individuals to ensure that they access the learning experience.
- To mentor or tutor students in small groups or one to one as agreed with the Head of Intervention.

Support for teachers

- To provide objective and accurate feedback to the teacher of the lesson covered.
- To use the seating plan provided.
- To take the register and keep accurate records, as agreed with the teacher.
- To feedback on completion of tasks and student behaviour.

Support for the school

- To attend relevant courses and training days to develop and broaden awareness and skills.
- To attend relevant school meetings as required.
- To respect confidentiality at all times.
- To contribute to the duties undertaken by teaching staff.
- To participate in, and on occasion, organise activities, trips and visits which extend the experience of our students.

Support for Intervention and RAO Teams

- To support identified students in lessons, the work of the Personalised Learning Team, RAO Team or subject areas as directed by the Head of Intervention.
- To use ICT where appropriate.
- To make appropriate use of resources and equipment.

General duties

- To undertake administrative tasks at the direction of the Line Manager.
- To perform any reasonable task as required by the Line Manager.
- To promote the positive image of the school within the local community.
- To participate in the School's appraisal process.

The duties of this post may vary from time to time without changing the general character or the level of responsibility indicated.

Person Specification

Post: Assistant Teacher
 Grade: Sir Henry Floyd Grammar School (currently Bucks Pay range 3)
 Responsible to: Head of Interventions (SENDCo)
 Hours: 37 hours (40 weeks per year)

	Essential	Desirable	Evidence
Knowledge, Experience and Qualification			
'A' Level education or equivalent and/or at least 3 years work experience at this level	✓		Application
Degree or equivalent		✓	Application
GCSE English (min 'C' grade) or equiv	✓		Application
GCSE Maths (min 'C' grade) or equiv	✓		Application
HLTA qualification		✓	
Ability to use ICT	✓		CV/Interview
Specific training or knowledge in a curriculum area	✓		Interview
Specific training or knowledge in the learning of ASD students		✓	Interview
Full working knowledge of relevant Codes of Practice		✓	Interview
Relevant skills and aptitude			
Ability to support students at KS3, KS4 and KS5	✓		Reference/Int
Ability to work independently	✓		Reference/Int
Good oral communication skills with students and colleagues	✓		Interview
Effective use of IT	✓		Interview
Ability to earn respect of students and staff quickly	✓		Reference/Int
Ability to apply school sanction and reward systems		✓	Interview
Creative approach to problem solving and conflict resolution	✓		Reference/Int
Classroom presence	✓		
Good written communication skills	✓		Application Letter/Int
Understanding of the learning process	✓		Interview
Ability to deal appropriately with challenging students and parents		✓	Interview
Demonstrated ability to improve school systems through appropriate channels		✓	Interview
Personal Qualities			
Enthusiastic and approachable	✓		Interview
Good interpersonal skills	✓		Interview
Shows initiative	✓		Reference/Int
Sensitive to the needs and concerns of others	✓		Interview
Hardworking and conscientious	✓		Reference
Flexible approach	✓		Reference/Int
Strong team orientation	✓		Reference/Int
Keen to further professional development and skills	✓		Interview
Willingness to accompany school visits		✓	Interview