

## Job Description – Assistant Teacher

<b>Job Title:</b> Assistant Teacher	<b>Pay Grade:</b> Bucks Pay Range 3
<b>Section:</b> SEND	37 hours per week, 39 weeks per year
<b>Designation of Post within School Structure</b>	
<p><b>Executive Headteacher / Head of School</b></p> <p><b>Deputy Headteacher</b></p> <p><b>Assistant Headteacher SENDCO</b></p> <p><b>Assistant SENDCO (General SEND Teacher)</b></p> <p><b>Whole School Learning Support Administrator (Line Manager)</b></p> <p><b>Assistant Teacher</b></p>	
<p>This job description identifies the responsibilities attached to this post. This job description is subject to amendment from time to time with in the terms of the conditions of employment, as the needs of the school may require, but only to an extent consistent with those conditions of employment and after consultation with the post holder.</p>	
<b>Main Duties and Responsibilities</b>	
<b>Post Purpose</b>	
<ul style="list-style-type: none"> <li>• To work under the guidance of the SENDCO and subject teachers to support teaching and the learning of all children.</li> <li>• With guidance, promote the inclusion of all students ensuring they have access to opportunities to learn and develop.</li> <li>• To be responsible for promoting and safeguarding the welfare of children and young people within the school.</li> </ul>	
<b>Role and Responsibilities</b>	
<ul style="list-style-type: none"> <li>• To support students' learning as directed by the subject teacher, SENDCO or other member of the leadership team.</li> <li>• Assist in the delivery of individual work programmes or interventions for students with Education Health &amp; Care Plans (EHCPs) or other identified students as required.</li> <li>• Work with small groups of students, delivering interventions and supporting learning as required both within and outside the classroom.</li> <li>• Contribute to the smooth running of the classroom working alongside the teacher.</li> </ul>	

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- Discuss with, and report back to the teacher on the planning and assessment of student work.
- To maintain accurate records and assist in administrative tasks and record keeping, including annual reviews and support with adaptation of teaching materials.
- Work as part of a team to ensure that the well-being, behaviour, examination access and personal development of students enhances their learning opportunities and life skills.
- Support the aims and ethos of the school.
- To support students during break and lunchtimes or other activities as directed by the SENDCO or Headteacher

### **Person Specification**

<b>Person Specification</b>	<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>
Experience working with children in a school/early years environment		X	Application Interview
Flexible and adaptable	X		Reference Interview
Hold a Degree		X	Application
Excellent English and Maths skills (GCSE English and Maths or equivalent)	X		Application
Excellent written and oral communication skills	X		Application Interview
A self-starter, capable of showing initiative	X		Reference Application Interview
Ability to prioritise their workload to ensure the timely completion of work.	X		Reference Interview
Calm, patient and professional when dealing with students and colleagues.	X		Reference Application Interview
Discretion. Able to treat sensitive information with a high degree of confidentiality.	X		Reference Application Interview
A team player	X		Reference Application Interview
A positive 'can do' attitude	X		Reference Application Interview

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Knowledge of ICT to support learning, ability to input data accurately		X	Reference Application Interview
Good understanding of the general aspects of child development.		X	Application Interview
Committed to continual professional development around SEND	X		Application Interview