



Job Description:

Name:

Job Title: Teaching Partner (H3)

Job Purpose:

- To provide support to teachers in the management of pupils' learning.

Behaviour and Safety:

- Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly in line with school behaviour policy
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils
- Have high expectations of behaviour, promoting self-control and independence of all learners

Safeguarding

- Be responsible for promoting and safeguarding the welfare of children and young people within the school
- Raising any concerns about pupils, staff, or other people connected to the school following school policy, protocol, and procedures.

Policy and Duties:

- Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate
- Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour
- Support the teacher in monitoring, assessing and recording pupil progress/activities
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher
- Support learning by arranging/providing resources for lessons/activities under the direction of the teacher
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
- Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate



- Understand and support independent learning and inclusion of all pupils as required
- Work with individual pupils with special educational needs
- Work with pupils for whom English is not their first language
- Assist in the development of individual development plans for pupils (such as Individual educational plans)
- Support the work of volunteers and other teaching assistants in the classroom
- Support the use of ICT in the curriculum
- Invigilate exams and tests
- Assist in escorting and supervising pupils on educational visits and out of school activities
- Select, prepare and clear away classroom materials and learning areas ensuring they are available for use, including developing and presenting displays
- Support pupils in developing and implementing their own personal and social development
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence
- Monitor and manage stock and supplies for the classroom.
- Provide short term cover supervision of classes

Wider Professional Responsibilities

- Work collaboratively with others to develop effective professional relationships
- Make a positive contribution to the wider life and ethos of the school

Team Working and Collaboration:

- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them

Professional Development:

- To develop professional skills via training in order to be more effective in your role.

Other

- To have professional regard for the ethos, policies and practices of the school in which you work, and maintain high standards in your own attendance and punctuality
- Perform any reasonable duties as requested by the head teacher

To Whom Responsible

- The Teaching Partner is responsible to the Senior Leadership Team and directly to the Head teacher.



Review of duties

- **The specific duties attached to any individual staff member are subject to annual review and may after discussion with the teacher, be changed. This job description will be reviewed at least annually as part of your Performance Management programme.**

Signed (Staff Member):

Date:

Signed (Head teacher):