

# Glebe School

*An ambitious, inspirational trust, providing outstanding learning and support*

## Teaching Assistant - General

**NJC Scale 3 £26,634 - £27,438 FTE (actual starting salary £21,477)  
33.75 hours a week, 39 weeks a year (worked over 38 weeks)**

### Job Description 2024

<b>Job Purpose</b>	To work under the instruction of teaching/senior staff, usually in the classroom, to support access to learning for students and provide general support to the teacher in the management of students and the classroom.
<b>Key Responsibilities and Duties</b>	<p><b>Supporting Students</b></p> <ul style="list-style-type: none"><li>• Supervise students, ensuring their safety and encouraging students to interact with others, to engage in activities led by the teacher, and to act independently.</li><li>• Establish good relationships with students, acting as role model, reporting progress and achievements to teachers as agreed.</li><li>• Respond to students' minor welfare and personal needs and ensuring students requiring regular medication are given timely reminders.</li><li>• Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.</li></ul> <p><b>Supporting Teaching Staff</b></p> <ul style="list-style-type: none"><li>• To assist teachers by supporting students in their learning in order to ensure their continuing educational development.</li><li>• To assist teachers in creating an attractive learning environment to ensure students spend their school life in stimulating surroundings.</li><li>• Ensure the classroom is set for lessons as directed, clearing afterwards and assisting with display of students' work.</li><li>• Assist the teacher in developing effective methods of explaining basic ICT applications and supporting students in their use.</li><li>• Use strategies, in liaison with the teacher, to support students to achieve learning goals.</li><li>• Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.</li></ul> <p><b>Supporting the School</b></p> <ul style="list-style-type: none"><li>• Awareness of the school's educational and behavioural policies for developing students.</li><li>• To support the school's literacy/numeracy and interventions programmes</li><li>• Assist with the supervision of students out of lesson times, including breaks and lunchtimes.</li></ul>

	<ul style="list-style-type: none"> <li>• Accompany teaching staff and students on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.</li> <li>• Attend weekly meetings and discussions, which contribute to the overall ethos/work/aims of the school.</li> <li>• Adhere to the Staff Code of Conduct, dress code and other policies relating to staff.</li> <li>• Demonstrate a record of excellent attendance and punctuality.</li> <li>• Be aware of and comply with policies and procedures relating to safeguarding, health &amp; safety, security, confidentiality and data protection reporting all concerns to the appropriate person as agreed.</li> <li>• Demonstrate suitability to work with children</li> <li>• Be aware of and support diversity and ensure all students have equal access to opportunities to learn and develop.</li> <li>• Appreciate and support the work of other professionals.</li> <li>• Participate in training and other learning activities and performance development as required.</li> <li>• Participate in the school’s performance appraisal/ performance related pay/performance development scheme in order to develop and enhance personal and service performance.</li> <li>• Any other duties as reasonably requested by the Head Teacher.</li> </ul>
<p><b>Safeguarding</b></p>	<p><b><i>Glebe School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo a child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. This role is exempt from the Rehabilitation of Offenders Act.</i></b></p>