Glebe School

An ambitious, inspirational trust, providing outstanding learning and support

JOB DESCRIPTION

Teaching Assistant

Key Responsibilities and Duties	**Supporting Students** • Supervise students, ensuring their safety and encouraging students to interact with others, to engage in activities led by the teacher, and to act independently. • Establish good relationships with students, acting as role model, reporting progress and achievements to teachers as agreed. • Respond to students' minor welfare and personal needs • Promote positive pupil behaviour through consistent application of the school's behaviour policy, responding promptly and appropriately to incidents and conflict, and supporting pupils to develop self-regulation and take responsibility for their actions. **Supporting Teaching Staff** • Assist teachers by supporting students in their learning in order to ensure their continuing educational development. • Assist teachers in creating an attractive learning environment to ensure students spend their school life in stimulating surroundings. • Ensure the classroom is set for lessons as directed, clearing afterwards and assisting with display of students' work. • Assist the teacher in using effective methods of explaining basic ICT applications and supporting students in their use. • Use strategies, in liaison with the teacher, to support students to achieve learning goals. • Support the teacher in managing pupil behaviour, reporting difficulties as appropriate. • Assist with the supervision of students out of lesson times, including breaks and lunchtimes
Other specific duties	• Play a full part in the life of the school community, to support its distinctive visions and values and to encourage staff and pupils to follow this example • Be aware of and comply with all school policies and procedures including safeguarding, health & safety, security and data protection • Report pastoral and safeguarding concerns/ incidents to DSL and record all information on CPOMS • Demonstrate a record of excellent attendance and punctuality • Be aware of in-school procedures and confidential issues and to keep confidences appropriately • Maintain effective communication with all staff members • Demonstrate suitability to work with children • Be aware of and support diversity and ensure all pupils have equal access to opportunities to learn and develop. • Support the delivery of whole-school initiatives including literacy, numeracy, and intervention programmes as required.

	• Accompany pupils and staff on educational visits, taking responsibility for pupil safety within an allocated group. • Appreciate and support the work of other professionals • Participate in training and other learning activities and performance development as required • Participate in the school's appraisal process in order to develop and enhance personal and service performance • Any other duties as reasonably requested by the Headteacher • Satisfactory references and an enhanced DBS are required
Safeguarding	***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.***