



JOB DESCRIPTION



Post title:	Teaching Assistant (One to One in KS1 and KS2)
Salary Range:	NJC Level 3, Point 6 to 8 (Depending on experience)
Hours:	20 hours per week / 38 weeks per year
Contract Type:	Part time – term time, 12 months Temporary
Responsible to:	Deputy Headteacher

Buckden Church of England Primary Academy is part of ACT, a newly formed Multi Academy Trust and is a vibrant and welcoming primary school. We pride ourselves on being a school that is at the heart of the local community, having strong links with our local parish church of St Mary's and the local community of Buckden.

As a Church of England school we place an emphasis on the development of the whole child – both academically and spiritually. The school has a strong Christian ethos, underpinned by a core set of aims and values developed by our wider community.

Our school was rated Outstanding in July 2015, we are continually striving to improve, and 'do things better'. Our primary focus is and will always be to continue to raise standards, whilst also endeavouring to provide a broader, stimulating and more engaging curriculum for everyone in our school, and give each and every child the best possible start to education that they can have.

The original school, now over a hundred years old, has been enlarged in four phases as the village has grown and there are now almost 350 children on roll. The majority of children come from the villages of Buckden, Southoe and Diddington, although there are a significant number who come from Huntingdon and surrounding villages.

We are looking for:

- Someone who has an interest in working with children with specific special educational needs.
- Someone who will work positively as part of a team.
- Has a high expectation of achievement and behaviour.
- Is able to follow teacher planning and act on their initiative.
- Will contribute towards children making progress in their learning at school.

We can offer:

- A friendly and supportive village school community.
- Enthusiastic children who enjoy taking part in school life.
- A school committed to excellence and enjoyment.
- An ethos of team work and collaboration, and opportunities for continuing professional development.
- An attractive and excellent learning environment – indoors and out!

Job Purpose:

Support the classroom teacher to facilitate the active participation of children in the academic and social activities of the school. Contribute to raising standards of achievement for all pupils.

Principal Accountabilities:*1. Support for children*

- Under the direction of the class teacher, supervise the class in following a programme of study.
- Provide specialist learning support (requiring in-depth knowledge and experience) to children with severe special needs, or where English is not their first language.
- Take responsibility for delivering learning activities with groups who would benefit from a different learning approach as agreed with the class teacher.
- Establish and maintain supportive relationships with individual pupils, small groups and parents/carers to ensure they understand and can achieve the tasks.
- Liaise with specialist services on behalf of individual pupils, e.g. educational psychologists, speech therapists, by agreement with the class teacher.
- Encourage and promote inclusion in the classroom, ensuring all pupils feel involved with tasks and activities.

2. Support for the curriculum

- Support the school curriculum, including literacy and numeracy activities.
- Provide additional tuition for children who need extra support with ICT.
- Arrange and deliver special classes for pupils to improve the range or quality of subjects offered as agreed.
- Provide targeted support to enhance learning and improve attainment

3. Support for the teacher

- Contribute to reports on pupil progress and development against National Curriculum descriptors.
- Contribute to the development of IEPs for children with special needs.
- Contribute to the planning and evaluation of work programmes for individual pupils and groups.
- Provide feedback on learning activities and contribute to school review and development planning.
- Organise the learning environment and develop appropriate classroom resources as required.
- Contribute to behaviour management within the school and take charge of situations to allow the teacher to continue to work with the rest of the class.

4. Support for the school

- Develop and maintain effective working relationships with other staff and parents or carers.
- Contribute to the maintenance of a safe and healthy environment.
- Attend and actively participate in staff meetings.
- Contribute to the development of less experienced teaching assistants
- Act as a mentor for less experienced teaching assistants on best practice and methods of overcoming difficulties.
- Make suggestions for school events and take a leading role in organising them as agreed.