Debenham High School

A Church of England High Performing Specialist Academy

HEART OF SUFFOLK EDUCATION TRUST

Teaching Assistant – Job Description

Hours 1.83 hours per day for 38 weeks per year
Salary Grade 2 SP 3 - 4 full-time equivalent salary £25,614-£26,016 FTE

Line Manager Special Educational Needs Coordinator

Job purpose
The Teacher plans lessons and directs learning. Teaching Assistants provide support to the teacher and through this to pupils and to the teaching of the curriculum. Teaching Assistants work under the direction of the Teacher, whether with the whole class, a small group, or an individual pupil, to ensure that all pupils achieve their full potential. The Teacher will always be available for support and guidance. There will be some need to interpret information or situations and to solve straightforward problems. More complex problems will be referred to the SENCO.
To work with students on a one-to-one basis supporting literacy and numeracy.
To work with students in a mentoring capacity.

EXAMPLES OF DUTIES

Support for pupils
- Undertake a range of routine tasks to support learning.
- Assist an individual pupil, or a small group of pupils, some of whom may have Special Educational Needs.
- To work with small groups on social and behaviour skills

Support for the teacher
- Undertake routine tasks to support the teacher during lessons, e.g. preparing classroom materials, supervising small groups of pupils whilst the teacher is carrying out assessments
- Maintain basic records
- Assist teaching staff to ensure that the aims and objectives of the school are achieved and that pupils make good progress in their learning time.
- Assist in the teaching of specific non-curricular based skills.

Support for the curriculum
- Undertake routine tasks to support the curriculum and assist with events organised as part of the curriculum e.g. sports days

Health and Safety
- Ensure Health and Safety regulations are complied with.

Debenham High School is part of Heart of Suffolk Education Trust, a company limited by guarantee and registered in England and Wales with company No. 07467445

The duties and responsibilities of any post may change from time to time, and post holders may be expected to carry out other work not explicitly mentioned above which is considered to be appropriate the existing level of responsibility vested in the post.

Debenham High School's Mission Statement

To provide a top quality education for pupils of all abilities in a caring, challenging, supportive and attractive environment in which all members of the community are valued and where Christian moral values are encouraged.