

JOB DESCRIPTION		
Post Title: Teaching Assistant	Hours: 35 hours per week term-time only	Grade: Pro rata Scale 3 Pt 5-6
London Borough Tower Hamlets	Education Directorate	School: Bowden House
<p>Responsible to: Head of Education, Class teacher and Senior Leadership Team</p> <p>Responsible for: N/A</p>		
<p>Purpose of the job:</p> <p>To assist the teacher by supporting teaching and learning in order to raise the standard of children's achievements, particularly in literacy and numeracy skills.</p>		
<p>Major duties and responsibilities:</p> <ol style="list-style-type: none"> 1. To work with individual children and groups under the direction of the class teacher, introducing tasks, monitoring children's work and using a range of strategies to support their learning. 2. To assist the class teacher in keeping records of children's progress and achievements and contribute to the teacher's planning for individual and groups. 3. To provide practical support to the class teacher in maintaining a purposeful, orderly and supportive environment for learning. 		
<p>Job activities:</p> <ol style="list-style-type: none"> 1. To use a range of support methods and resources, appropriate to the needs of individuals and groups as directed by the class teacher/SENCO. Meet regularly with the class teacher/SENCO to plan and review support. 2. To contribute to the teacher's feedback on children's progress to parents and relevant professionals. 3. To identify and respond appropriately to individual differences, under the guidance of the class teacher/SENCO. 4. To support the development of children's skills of organisation and collaboration and promote independence and positive attitudes towards learning. 5. To contribute to the organisation of the classroom eg through preparation and management of resources. 		

Job activities: (continued)

6. To assist teachers in setting high expectations of children's work and behaviour and support the School's Behaviour Policy.
7. To give active support to the LEA's inclusive education policy.
8. To share responsibility for pupils' welfare and pastoral care and the supervision of children outside the classroom, eg during break times.
9. To accompany children and their teachers on educational visits and to contribute to the development of closer links between home and school.
10. To attend relevant INSET, as requested, in order to be updated about the school curriculum and policies.
11. Ensure that all duties and responsibilities are discharged in accordance with the School's Health and Safety at work policy.
12. To participate in the School's performance management scheme, ensuring that performance standards/targets are set and met within the agreed timescales.
13. To comply with the School's Equal Opportunities Policy and assist with its development and promotion within the section.
14. As directed, the postholder will undertake additional duties and responsibilities that may arise from time to time commensurate with the grade of the post.

PERSON SPECIFICATION

JOB TITLE: Assistant Teacher
GRADE: Scale 3 5-6 (pro-rata term-time only)
PLACE OF EMPLOYMENT: Bowden House School

Requirements	Essential / Desirable
1 Qualifications / Education / Knowledge	
1.1 Education to GCSE standard (or equivalent)	Essential
1.2 Basic understanding of the developmental needs of young people	Essential
1.3 Qualification in the care/education of young people	Desirable
2 Experience	
2.1 Classroom experience within the 9-17 year age range	Desirable
2.2 Experience of working with young people who have significant emotional needs.	Desirable
2.3 To have worked as a team member of the management of young people who have stated "emotional and behaviour needs".	Desirable
3 Abilities (Aptitude and Skills)	
3.1 Ability to relate and help supervise pupils	Essential
3.2 Communicate sensitively and clearly with children, young people and adults individually and in small groups.	Essential
3.3 Ability to motivate reluctant young people.	Essential
3.4 Ability to deal with aggression and unacceptable behaviour from young people at a personal level.	Essential
3.5 Ability to work with emotionally damaged young people in a non judgemental way.	Essential
3.6 Adaptability; ability to work throughout the school	Essential
3.7 To be competent in the use of ICT equipment	Essential
4 Personal Qualities	
4.1 To maintain inter disciplinary rapport; be supportive to colleagues and present a consistent approach to the pupils	Essential
4.2 To be able to develop positive relationships with colleagues and pupils.	Essential
4.3 Patience; tolerance and stamina to work with emotionally needy young people.	Essential

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4 Personal Qualities (continued)	
4.4 Sympathetic approach to pupils and understanding of the need for confidentiality.	Essential
4.5 Understand the need for team work	Essential
5 Circumstances of the Post	
5.1 Have the capacity to work with disaffected young people in a variety of situations.	Essential
5.2 Have resilience and stamina both physically and emotionally	Essential
6 Equal Opportunities	
6.1 All candidates must be able to respect the "Equality of Opportunity" as an integral part of all the work at Bowden House School and be able to carryout duties with regard to this policy.	Essential