

JOB DESCRIPTIONS

For further information about the expected job duties for your role, please click on the relevant job title below:

[Teacher](#)

[Teaching Assistant \(TA\)](#)

[Higher Level Teaching Assistant \(HLTA\)](#)

[Cover Supervisor](#)

[SEND Support Worker](#)

[Tutor](#)

[School Admin](#)

JOB DESCRIPTION

Post: Teacher

Key purpose

Work as the lead adult with a group of children to undertake work/care/support programmes to enable access to learning for pupils and the effective management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

Key responsibilities

Key responsibilities

- Teach across areas within the curriculum.
- Take responsibility for the progress of a class.
- Organise the classroom and learning resources and create displays to encourage a positive learning environment.
- Plan, prepare and present lessons that cater for the needs of the whole ability range within the class.
- Motivate pupils with enthusiastic and imaginative presentations.
- Maintain discipline within the class utilising the school's Behaviour Policy.
- Prepare and mark work to facilitate positive pupil development.
- Meet requirements for the assessment and recording of pupils' development.
- Ensure that pupils are safe and that all child protection and safeguarding measures are followed in accordance with school and national policies.
- Provide feedback to parents and carers on a pupil's progress at parents' evenings and other meetings.
- Co-ordinate activities and resources within a specific area of the curriculum and support colleagues in the delivery of this specialist area.
- Provide a detailed handover of work completed and progress in class if working on a daily basis.
- Work with other teachers, teaching assistants and other relevant professionals to plan and co-ordinate work.

JOB DESCRIPTION

Post: Teacher continued...

- Liaise with colleagues and work flexibly.
- Meet with other professionals, such as education welfare officers and educational psychologists, if required.
- Raise attainment by ensuring all pupils have equal opportunity to fulfil their potential.
- Foster enjoyment, enthusiasm and independence in learning.
- Provide care and support for all pupils to ensure their safety and wellbeing.
- Support the inclusion of pupils in all aspects of school life.
- Assist in the smooth running of the school.
- Create and maintain a purposeful, orderly and supportive environment.
- Provide detailed regular feedback on pupil's achievement, progress and misunderstandings etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with the established policy.
- Establish constructive relationships with parents and carers.
- Be aware of and comply with policies and procedures relating to safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Play an appropriate part in child protection procedures and support the ethos of safeguarding within the school.
- Establish constructive relationships and communicate with other agencies/professionals, to support achievement and progress of pupils.

These are the responsibilities that we've found most common to this role, but they are open to change and you may be asked to perform other tasks within reason.

JOB DESCRIPTION

Teaching Assistant (TA)

Key purpose

To work under the instruction/guidance of teaching staff to undertake work/care/support programmes to enable access to learning for pupils and to assist with the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

Key responsibilities

- Work with the class teacher in supporting the pupils' access to learning and their specific physical, medical, behavioural and emotional needs.
- Assist the teacher with the raising of attainment by ensuring all pupils have equal opportunity to fulfil their potential.
- Foster enjoyment, enthusiasm and independence in learning.
- Provide care and support for all pupils to ensure their safety and wellbeing.
- Support the inclusion of pupils in all aspects of school life.
- Assist with the smooth running of the school.
- Create and maintain a purposeful, orderly and supportive environment.
- Use strategies in liaison with the teacher to support pupils to achieve learning goals.
- Assist with the planning and delivery of learning activities.
- Provide regular detailed feedback to teachers on pupils' achievement, progress and misunderstandings etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with the school's policy.
- Establish constructive relationships with parents and carers.
- Be aware of and comply with policies and procedures relating to safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Play an appropriate part in child protection procedures and support the ethos of safeguarding within the school.
- Establish constructive relationships and communicate with other agencies/professionals in liaison with the teacher, to support the achievement and progress of pupils.

These are the responsibilities that we've found most common to this role, but they are open to change and you may be asked to perform other tasks within reason.

JOB DESCRIPTION

Post: Higher Level Teaching Assistant (HLTA)

Key purpose

To work independently to provide Preparation, Planning and Assessment (PPA) cover with a significant commitment to whole-class teaching. Working collaboratively with class teachers to plan, teach and assess an innovative curriculum so all pupils, including pupils with special educational needs and disabilities, can achieve success in line with the school's vision, ethos and aims.

Key responsibilities

The post holder will be required to work flexibly as part of the teaching support staff with guidance from the senior leadership team (SLT) and class teachers to fulfil the following responsibilities:

- Prepare lessons with teachers, contributing to the planning cycle including evaluating and adjusting lessons in response to pupils' needs.
- Teach whole classes as part of PPA provision according to the PPA timetable and provide short-term cover within any age group in response to teacher absence.
- Provide verbal and written feedback on lesson content, pupil responses to learning activities and pupil behaviour to teachers and pupils in line with the school's policy.
- Organise and safely manage the appropriate learning environment and resources.
- Motivate and progress pupils' learning following the school's policies and guidance from class teachers.
- Assess pupils' responses to learning tasks and, where appropriate, modify methods to meet individual and/or group needs.
- Promote and support the inclusion of all pupils, including those with specific needs, both in the classroom as part of first-quality teaching and through intervention work.
- Use positive behaviour management strategies in line with the school's policy and procedures to contribute to a purposeful learning environment and encourage pupils to interact and work co-operatively with others.
- Provide information relating to pupil progress for parents and carers, teachers and senior leaders upon request, and contribute to assigned pupils' annual reports at the request of the pupils' class teachers and SLT.

JOB DESCRIPTION

Post: Higher Level Teaching Assistant (HLTA) continued...

- In accordance with arrangements made by the headteacher, progress pupils' learning in a range of classroom settings including working with individuals, small groups and whole classes where the assigned teacher is not present, in line with regulations and guidance under Section 133 of the Education Act 2002 and School Teachers' Pay and Conditions Document 2017.
- Support pupils with their social and emotional wellbeing, reporting problems to the teacher as appropriate.

HLTAs may also undertake some or all of the following:

- Record basic pupil data.
- Support pupils' learning through play.
- Assist with break and lunchtime supervision including facilitating games and activities.
- Support pupils in using basic ICT.
- Invigilate tests.
- Adhere to the school's policies and procedures relating to safeguarding, particularly the Child Protection Policy, Safeguarding Policy, Supporting Children with Medical Needs Policy, Health and Safety Policy and the Positive Behaviour Policy.
- When teaching whole classes, if available, deploy teaching assistants and learning support assistants confidently and effectively to best support the academic and behavioural needs of pupils in the class or group.
- Attend all briefings, focus meetings and training days, along with sharing good practice with members of staff as part of the commitment to your own and others' professional development.

These are the responsibilities that we've found most common to this role, but they are open to change and you may be asked to perform other tasks within reason.

JOB DESCRIPTION

Post: Cover Supervisor

Key purpose

The key function of the role is to cover lessons for teaching staff during their absence. When cover supervisors are not covering lessons, they will be expected to engage in activities as detailed below.

This is a supervisory post rather than a teaching post and is open to applicants without a teaching qualification.

Key responsibilities

- **Take responsibility for groups or classes of students in the short-term absence of their regular teacher. In this capacity, the cover supervisor will be responsible for:**
 - Liaising with teaching staff regarding work set for a class.
 - Recording the attendance of students in class.
 - Supervising work that has been set in accordance with school's policies and procedures.
 - Managing the behaviour of students to ensure a constructive and positive environment whilst undertaking work.
 - Responding to any questions from students about process and procedure.
 - Dealing with any immediate problems or emergencies in accordance with the school's policies and procedures.
 - Collecting any completed work and resources at the end of the lesson and returning them to the appropriate teacher or subject leader.
 - Reporting back, as appropriate, using the school's agreed referral procedures on the behaviour of students during the class and any other issues arising.
- Support the work of one or more curriculum areas.
- Support the work of classroom teachers when not deployed directly to cover a class.
- Support the general school administration when demand for cover is low.

These are the responsibilities that we've found most common to this role, but they are open to change and you may be asked to perform other tasks within reason.

JOB DESCRIPTION

Post: SEND Support Worker

Key purpose

To support the planning and delivery of high-quality care and learning for children and young people with a variety of SEND (special educational needs and disabilities) needs. This role can involve working in a group setting or on a 1:1 basis.

Key responsibilities

- Undertake structured and agreed learning activities and teaching programmes, adjusting activities according to pupils' responses.
- Undertake programmes linked to local and national learning strategies eg literacy, numeracy, KS3, Early Years, recording achievement and progress and feeding back to the teacher.
- Prepare, maintain and use equipment and resources required to meet the lesson plans and relevant learning activities and assist pupils in their use.
- Attend to pupils' personal needs and implement related personal programmes including social, health, physical, hygiene, first aid and welfare matters.
- Help support with personal care, moving and handling and de-escalation techniques. Please note, this is only when the relevant training has been provided.
- Supervise and provide support for pupils including those with special needs, ensuring their safety and access to learning.
- Assist with the development and implementation of Individual Education Plans (IEPs) and behaviour plans.
- Establish constructive relationships with pupils and interact with them according to their individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the class teacher.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher.

JOB DESCRIPTION

Post: SEND Support Worker continued...

- Willingness to undertake key worker training and responsibilities associated with this role.
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos, work and aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times including before and after school and at lunchtime.
- Accompany teaching staff and pupils on visits, trips and out-of-school activities as required and take responsibility for a group under the supervision of the teacher.

These are the responsibilities that we've found most common to this role, but they are open to change and you may be asked to perform other tasks within reason.

JOB DESCRIPTION

Post: Tutor

Key purpose

Tutors support young people on a 1:1 basis who are unable to access education or who require further support in a specific curriculum area. Tuition sessions can be requested by local authorities, mainstream schools or alternative provisions, with sessions usually taking place off-site in venues such as homes or libraries. Tuition sessions can range from one to five hours per day (within and outside of school hours) depending on the student's timetable and capabilities.

Providing academic and pastoral support for students aged from EYFS to Post-16 with a range of needs including:

- SEND (special education needs and disabilities)
- SEMH (social, emotional and mental health)
- emotional-based school refusal
- medical needs, and
- EAL (English as an additional language).

Key responsibilities

- Deliver core subjects to students unable to access education, with lessons tailored to students' needs and identifying any gaps in knowledge.
- Build positive relationships and help students overcome barriers to learning,
- Engage and support students to reintegrate back into education or transition to a new school placement.
- Implement teaching and learning strategies based around the student's PEP/EHCP (personal education plan/education, health and care plan) and make adjustments to maintain focus and motivate students.
- Liaise with schools to gain schemes of work and report any issues or concerns when necessary.
- Complete weekly reports of student engagement and attainment and record weekly attendance figures.
- Ensuring the young person(s) is aware of personal safety and their right to be safe from abuse.

These are the responsibilities that we've found most common to this role, but they are open to change and you may be asked to perform other tasks within reason.

JOB DESCRIPTION

Post: School Admin

Key purpose

Responsible for organising and managing administration duties within a school. An administrator will work with all members of a school to enable the effective running of the school.

Key responsibilities

The post holder will be required to work flexibly with guidance from the senior leadership team (SLT), teachers and support staff to fulfil the following responsibilities:

- Meet and greet all visitors to the school.
- Communicating with parents, staff and governors.
- Answer and direct all incoming phone calls.
- Process and distribute incoming and outgoing post.
- Carry out general admin duties eg writing letters and photocopying.
- Maintain the general email accounts and respond to queries/direct enquiries as required.
- Assist with the upkeep of contact records including student, staff and trustee contact information.
- Create mailing labels as required.
- Order stationary, first-aid equipment and sundries.
- Maintaining a clean, tidy and orderly admin office.
- Help maintain general order in the school eg tidying notice board.
- Assist with the management of the building.
- Assist with the upkeep of the Virtual Learning Environment (Office 365).
- Assist with organising meeting rooms.
- Assist with the preparation and circulation of meeting papers.
- Write minutes for staff meetings, monthly admin meetings, termly student staff meetings and other meetings as required.
- Speak with outside bodies to arrange school supplies.
- Create invoices and liaise with the Finance department regarding payments.
- Assist with the management of guest lists for performances and special events at the school.
- Assist with the distribution of invites via email and post.
- Process Disclosure and Barring Service (DBS) checks.
- Issue ID passes for staff, students and contractors.
- General administrative support for the administration team and teachers as required.
- Contribute to the aims and values of the school.

These are the responsibilities that we've found most common to this role, but they are open to change and you may be asked to perform other tasks within reason.