


JOB DESCRIPTION		
JOB TITLE	Teaching Assistant (Part time: 28 hours, 39 weeks)	
REPORTS TO	SENDCO	
SUPERVISES	N/A	Grade 4

PURPOSE OF THE POST

To support the teaching staff and teaching assistants in the development and education of pupils in accordance with the aims and policies of the school.

THE ACADEMY VISION

Our vision is:

- To have high expectations and enable everyone to achieve success
- To celebrate high quality learning experiences in all areas of school life
- To be at the heart of the community, and prepare everyone fully for their future lives

Every single member of staff at the Academy is employed to translate this vision into effective action.

RESPONSIBILITIES

1	Assist teaching staff in the delivery of learning activities and work programmes and undertake predetermined activities with pupils so that their intellectual and social development (including self-reliance and self-esteem) is fostered.
2	Provide input into the planning and evaluation of learning activities for individuals and groups of pupils to enable the teaching staff to make informed decisions when developing their plans.
3	Supervise the activities of individuals or groups of pupils both in and out of the classroom (including educational visits) to ensure their safety and facilitate their physical and emotional development in accordance with the school's behaviour management policy.
4	Monitor individual pupil's progress, achievements and development, update provision maps and contribute to the preparation and maintenance of Student Profiles, School Focus Plans and Education and Health Care Plans.
5	Liaise with parents and carers in conjunction with the teaching staff to ensure effective communication concerning the pupils' well-being. Includes informal meetings with parents.
6	Record pupil information, as specified by the teaching staff/line manager to ensure that schools' information systems are maintained.
7	Attend to the personal, social and physical needs of pupils so that their well-being is maintained.
8	Prepare and maintain learning equipment and ensure that the classroom is kept clean and tidy.
9	Display and present the pupils' work under the direction of teaching staff, so that it enhances the classroom environment and celebrates achievement.
10	Attend staff and other meetings and participate in staff training development work and staff reviews as required
11	Responsibility for safeguarding and promoting the welfare of students
12	To undertake any other duties as may reasonably be expected by the Headteacher commensurate with grade and to comply with all whole school requirements in relation to health and safety, professional standards, dress code etc.

How to Apply

Complete the Support Staff application form (2 sections) and email along with your letter of application (no more than 2 pages A4 font 12) covering:

- ~ why you are interested in this post and how you have prepared yourself so far
- ~ any particular areas of strength and expertise you feel you may have
- ~ how your skills, attributes and experience match the person specification and job requirements

to h.callwood@eatonbank.org

or post to

Mrs Helen Callwood
Eaton Bank Academy,
Jackson Road,
Congleton,
Cheshire,
CW12 1NT

clearly marked Teaching Assistant Job Application'. Closing date is 9 a.m. on Wednesday 28 November 2018

We are happy to accept CVs but these must not be in place of FULLY COMPLETED application forms. Please do not fold your application form more than once and if your application is returned in an A4 envelope could you ensure the correct postage is used.

Candidates submitting their application electronically will be required to sign and date their form if invited to interview

Feedback

If you have not heard from us within four weeks of the closing date, then please assume that on this occasion your application has been unsuccessful. As we receive a large number of applications for each post advertised, unfortunately we cannot provide feedback to individual candidates as to why they were not short-listed for interview, however we thank you for your interest in working at our school.