



Prepare | Aspire | Succeed

Signed .....  
Name .....  
(in capitals)  
Date .....

Please return one signed copy to Judith Woods, HR Manager, and retain the other copy for your records

### **JOB DESCRIPTION**

**Post Title:** Assistant Teacher (SEND Specialism)  
**Grade:** Progression through Bucks Pay Range 1 Point 5 - Range 2 Point 15 pro rata  
£16,231 - £18,940 pa (actual part-time salary)  
£24,630 - £28,742 pa (full-time equivalent)  
**Hours:** 29.5 hours per week across 5 days (from 8.30am - 3.30pm with unpaid breaks), 38 weeks per year (term time only)  
**Responsible to:** SENDCO and Curriculum Leader

#### **Job Purpose:**

- To support students' learning and development.
- To work under the guidance/instruction of teaching staff to undertake work/support programmes to enable access to learning for students.
- To take an involved part in the planning and record keeping of students learning.
- Work may be carried out in the classroom or outside the main teaching area.

#### **Key Functions**

- Work with individuals or small groups of students under the direction of teaching staff

#### **Specific Responsibilities**

- Assisting class teachers in raising the achievement of all students
- Working with individual students or small groups, as required
- Contributing to the preparation of lessons and assisting in the selection and preparation of teaching resources to meet students' needs and interests
- Helping and supporting with the implementation of lesson plans.
- Building and maintaining good relationships with students, ensuring the care, health and welfare of students at all times.
- Establishing and maintaining appropriate working relationships with parents/carers, staff and other adults involved in a student's education.
- Following school procedures for safeguarding, reporting any concerns regarding student's safety and welfare to designated staff immediately.
- Helping to keep students on task by giving individual attention, where necessary, and helping them to become more successful, independent learners.

#### **The Cottesloe School**

Aylesbury Road, Wing, Leighton Buzzard,  
Beds, LU7 0NY  
 01296 688264  
 [www.cottesloe.bucks.sch.uk](http://www.cottesloe.bucks.sch.uk)  
 [office@cottesloe.bucks.sch.uk](mailto:office@cottesloe.bucks.sch.uk)  
Headteacher Mr S Jones, MA

#### **Follow Us**

@cottesloeschool  
 @TheCottesloeSchool  
 @TheCottesloeSchool

- Assisting in the provision of activities for identified students to encourage their physical, intellectual, emotional and social development.
- To contribute feedback on student progress, as necessary.
- Maintaining a safe and purposeful learning environment.
- Attending curriculum and SEND meetings, where possible.
- Taking responsibility for own professional development by seeking opportunities and attending relevant training.
- Taking part in school practices and procedures, e.g. educational visits, where possible
- To ensure own safety and safety of all others
- Promote the inclusion and acceptance of all students

### **PERSON SPECIFICATION**

This acts as selection criteria and gives an outline of the types of person and the characteristics required to carry out the post. Please make sure when completing your application form that you give clear examples of how you meet the essential and desirable criteria.

1 = Application form   2 = Interview   3 = Practical and/or Reference   4 = Proof of qualification

|   | <b>Essential</b> | <b>Desirable</b> | <b>Measured</b> |
|---|------------------|------------------|-----------------|
| <b>TRAINING/QUALIFICATIONS:</b>   |                  |                  |                 |
| High standard of written and spoken English   | ✓                |                  | 1, 2, 3         |
| Grade A* - C at GCSE or equivalent in English and Maths                               |                  | ✓                | 1, 4            |
| Evidence of continuing professional development                                       |                  | ✓                | 1               |
| Computer literate   |                  | ✓                | 1               |
| <b>SKILLS AND COMPETENCIES:</b>   |                  |                  |                 |
| Proven interest and ability in Maths and Science                                      | ✓                |                  |                 |
| Good communication skills and ability to converse easily with accurate spoken English | ✓                |                  | 1, 2, 3         |
| Ability to work as part of a team   | ✓                |                  | 1, 2, 3         |
| Ability to work calmly and professionally with young people                           | ✓                |                  | 1, 2, 3         |
| Confident working in a classroom setting  | ✓                |                  | 1, 2, 3         |
| Good personal organisation  | ✓                |                  | 1, 2, 3         |
| <b>EXPERIENCE:</b>  |                  |                  |                 |
| Working with young people, preferably secondary school age                            | ✓                |                  | 1, 2, 3         |

- The Governing Board of The Cottesloe School is committed to safeguarding and promoting the welfare of the students. All employees are expected to share this commitment, to follow the school's safeguarding policies and procedures and to behave appropriately towards children at all times whilst undertaking school activities and in their personal lives.
- The postholder will be required to undergo criminal, teacher status, qualification, medical and reference checks as part of the safer recruitment process and must be willing to participate in further training as the job requires. Disclosure of a conviction or caution will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children are likely to make you unsuitable since this is a 'regulated position' under the Criminal Justice & Courts Services Act 2000.
- The school's policy is to renew DBS checks for all staff, volunteers and governors every five years. Staff have a duty to inform the Headteacher of any change in their DBS status and to

make the Headteacher aware of any incidents that may impact on their ability to work with children and young people.

- The postholder will ensure that school policies are reflected in all aspects of their work, in particular those relating to safeguarding children, equal opportunities, health and safety, data protection, code of conduct and professional behaviour.
- All staff are expected to take responsibility for safeguarding and promoting the welfare of students at the School.
- We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable a suitably qualified applicant with a disability (as defined under the Act) to meet the requirements of the post.
- This job description and person specification sets out the duties of the post at the time it was drawn up. The duties of this post may vary from time to time, as required by the Headteacher, without changing the general character of the role or the level of responsibility.