

Oakley Church of England Combined School

Teaching Assistant Job Description

Reports to: the class teacher and SENDCo

Job Title: Teaching Assistant (Grade IB, Range 8-10)

Hours: 08:40-15:20

Responsible to:

You will be directly responsible to the Headteacher of the school although much of your day to day duties will be directed by your class teacher and the SENDCo.

Purpose of your job:

Assisting children when they are working in the class, small groups or 1:1. This support may be academic, physical, social or pastoral.

You may also:

- Provide information to the class teacher to support assessments of children
- Making use of IT facilities to give opportunities to pupil(s) for whom you have responsibility
- Attend meetings and annual reviews as directed
- Accompany teachers and pupils on out-of-school activities and take responsibility for a group, under the direction of a teacher
- Deliver intervention programmes under the direction of the class teacher / SENDCo
- Maintain a professional attitude and respect confidential information. Comply with procedures relating to child protection, health, safety and security
- Participate in training and performance management

About you:

The ideal candidate will:

- Have a positive attitude, and will enjoy working in a pro-active team who learn from each other in constructive and supportive ways
- Be flexible, and have the patience and initiative to adapt to an individual child's changing needs
- Be committed to including all children, and helping every child achieve
- Be confident in their own reading, writing and maths, so that they can support children to make great progress
- Be hardworking and reliable
- Show initiative
- Be a good communicator
- Be punctual and have a history of good attendance

What we can offer you:

We can offer you a supportive, committed and professional staff team, happy pupils who are enthusiastic learners, engaged and supportive parents and an energetic and motivational leadership team who will support your career development. This is a wonderful opportunity to join our exceptional school. Oakley CE Combined School is a successful primary school on the Bucks/ Oxfordshire border with a strong reputation for inclusion: ensuring that children of different abilities and needs can learn successfully together and committed to making a lasting difference to all children.

As a teaching assistant at Oakley CE Combined School, you will be supported by our SENDCo and subject leads, and will work closely with other members of your teaching team. You will benefit from professional training and support: all staff receive training in school-wide priorities such as supporting emotional health and wellbeing of children, and there are opportunities to develop further such as in phonics, early reading or in maths support.

Additional Information / Tasks

In undertaking this important role, you are expected to:

- Arrive in classroom promptly so that you are ready to start as the children arrive.
- Know what is expected of you during lesson times
- Participate in a weekly working lunch with your team to discuss observations of children and their progress and the week ahead
- Lead interventions with individual children and/or small groups of children
- Cover the class with other TAs, if and when the need arises
- Help to make sure the children stay on task during sessions
- Be prepared to make mistakes and to learn from them
- Share what you learn with others so that the whole team benefits from your insight and understanding.
- Understand that the higher the expectations you have of yourself, the more you can reasonably expect of our wonderful children.

Oakley CE Combined School is committed to safeguarding all children. Successful candidates will require a DBS clearance and suitable references before commencing employment. We welcome applications from all sections of the community, regardless of gender, race, religion, disability, sexual orientation or age.