

Job Description

Job Title:	Teaching Assistant
Reporting To:	Head Teacher
Department:	Education
Scope:	UK
Working hours:	Part Time - permanent

“The job holder’s responsibility for promoting and safeguarding the welfare of children and young person’s for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding - Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School’s Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to Children’s Social care and/or the Local Authority Designated officer.”

Working with us

Achieving more than you believed possible – that’s what constitutes a quality education. At Cognita it is what we strive for in our schools. We want it for our children, and we want it for the people who work for us

Since Cognita’s launch in 2004, we’ve built an international network of 64 schools that serve some 30,000 pupils across seven countries in the UK, Europe, Latin America and South-East Asia.

Cognita’s international network of schools and regional offices, combined with our ongoing investment in the professional development of our people, means we can offer first-class career opportunities with a global dimension. If you want to take your career further, we want to support you in achieving that goal within Cognita.

Job summary

To actively support the policies and aims of the school whilst effectively teaching and encouraging pupils to develop both inside and outside the classroom.

Key Responsibilities

Teaching and Learning

- Assist in the educational and social development of pupils throughout the school, under the direction and guidance of the Headteacher, SENCO and Form Teachers
- Assist Form Teachers in the monitoring of student progress.
- Provide support for individual students inside and outside the classroom to enable them to fully participate in activities
- Work with other professionals as necessary
- Assist Class Teachers with maintaining student records
- Support students with emotional or behavioural problems and help develop their social skills

Administration

- Prepare and present displays of students' work
- Support class teachers in tasks in order to support teaching
- Undertake other duties from time to time as the Headteacher, Deputy Head or other Designated Person requires

Standards and Quality Assurance

- Support the aims and ethos of the school in that every child is an individual
- Maintain good standards of pupil behaviour at all times
- Set a good example in terms of dress, punctuality and attendance
- Attend team and staff meetings
- Participate fully in activities undertaken by the school such as the Charity Garden Party, Christmas Carol Concert and Summer Drama production
- Undertake professional duties that may be reasonably assigned by the Headteacher
- Be proactive in matters relating to health and safety
- Any other duties and responsibilities as may be reasonably requested

Other duties and responsibilities

- Support staff in other duties especially supervision during breaks and lunchtime
- Assist staff with supervision during sports and other off site activities
- Other duties will include supervision of Breakfast Club

Learning and Development

- Participating in arrangements for your professional development.
- Participating in any arrangements that may be made for teaching assistant appraisal.

The job holder's responsibility for promoting and safeguarding the welfare of children and young persons for who s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the role, the Job holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the School's Child Protection Officer or to the Headteacher.