

# Job Description

---

<b>Job Title:</b>	<b>Teaching Assistant</b>
<b>Reporting To:</b>	Head Teacher
<b>Department:</b>	Education
<b>Scope:</b>	UK
<b>Working hours:</b>	Part time - permanent

*The job holder's responsibility for promoting and safeguarding the welfare of children and young persons 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 the relevant third party services.*

## 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 under the direction and guidance of the Headteacher, SENCO and Form Teachers
- Teaching pupils assigned to you to achieve the curriculum objectives consistent with the aptitude and abilities of the pupils
- Be prepared to assist in classes throughout the school, especially in the Early Years
- Ensuring the needs of the children in the Nursery are met
- Maintaining good order and discipline amongst pupils, safeguarding their health and safety both on school premises and during authorised school activities elsewhere.
- Promoting the general progress/wellbeing of pupils, keeping records and reports on their development, attainment, personal and social needs.
- To create an inviting and stimulating teaching area within the classroom by keeping the room tidy and creating stimulating displays of pupil work. Maintaining and monitoring display work in appropriate areas of the school.
- Establish a constructive working relationship with colleagues
- Assist Form Teachers in the monitoring of student progress which will include observations and assessments
- Provide support for individual students inside 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
- Carry out all duties assigned to the teacher.
- To adhere to all policies and procedures set out by the school.
- To act in a professional manner at all times.
- 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
- To report all health and safety requirements and concerns to the Headteacher or a member of the SLT and to ensure all risk assessments are in place
- Set a good example in terms of dress, punctuality and attendance
- Attend team and staff meetings including Inset training days
- Participate fully in activities undertaken by the school such as the Charity Garden Party, Christmas Carol Service and Summer Drama production
- Undertake professional duties that may be reasonably assigned by the Headteacher
- Any other duties and responsibilities as may be reasonably requested

### **Other duties and responsibilities**

- Ensure the welfare and safety of all pupils at all times. Report any concerns immediately to the appropriate member of staff
- During lunchtime period support pupil' needs in a professional and caring manner
- To be aware of ground rules for pupil behaviour and general procedures for lunchtime provision
- To adhere to all relevant School Policies and Procedures
- Be aware of any day to day changes regarding playground activities
- Support staff in other duties especially supervision during breaks and lunchtime
- Assist staff with supervision during sports and other off site trips and activities
- Other duties may include supervision of After School and Breakfast Club

### **Learning and Development**

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