



# Bowland High

Tradition, Care and Challenge

## Job description for the post of: Teaching Assistant

**Grade:** 4

**Permanent, fixed term or temporary?**

Perm

**Full or part time?**

Part Time

**Actual hours:** 32.5 hours per week plus 2 Inset Days

**Staff responsibility:**  
None

**Number of staff directly supervised:** 0

**Line manager:**

Hilary Kellow

**Main focus of this post:** to support the education, personal and social development of pupils in the class including those with SEND

**Car user?** Not essential

### Core Purpose

#### To make a full contribution to the school's core aims:

- Develop our pupils to their full potential, academically, socially and personally; to develop inquiring minds with an ability to work constructively as individuals and as part of a team.
- Equip our pupils with the fundamental skills of numeracy and literacy; the skills of oral, aural and visual communication; technological and physical skills; creative and aesthetic skills and the ability to make informed judgments in social, moral, spiritual and cultural matters.
- Develop an awareness and appreciation of our local community and the needs of its people.
- Help pupils to be aware of the wider community and society in general; this would include the appreciation and valuing of differences in people within this country, Europe and the wider world.
- Establish a concern for all aspects of equal opportunities. This includes recognition of responsibilities and respect for others.
- Provide pupils with opportunities to acquire the knowledge, values, attitudes, commitment and skills needed to protect the environment.

#### The purpose of this job is:

Under the teacher's guidance, to support the education, personal and social development of pupils in the class including those with SEND and to establish positive relationships with pupils.



# Bowland High

Tradition, Care and Challenge

## **Core duties**

The description reflects the position at the present time only and may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

## **Key duties:**

### **Support for Pupils**

- Under the clear guidance of the class teacher, to implement structured learning activities and to assist individual/groups of pupils to complete tasks.
- To undertake activities to assist in monitoring the personal, social and emotional needs of pupils.
- To develop positive relationships with pupils to assist pupil progress and attainment.
- To assist in the devising of pupil's individual targets and their monitoring and review.
- To support pupils as part of a planned inclusion programme
- To assist in the development of varying skills that support pupils' learning.
- To assist in the specific medical/care needs of pupils when specific training has been undertaken.

### **Support for the Teacher**

- To assist in the monitoring/recording of pupil progress and developmental needs.
- To assist in the production of learning resources.
- To undertake routine classroom administrative tasks including the maintenance of records.
- To assist in pupil supervision and assist in the management of pupil behaviour.
- To provide information to the class teacher to assist in the planning of work programmes.
- To liaise with the school's nominated person in respect of pupil absence.
- To assist with the arrangements for out of school learning activities including the administration of work experience.
- To provide clerical and administrative support including the collection and recording of money.
- To administer routine tests, assist in the invigilation of exams and undertake routine marking of pupils' work.



# Bowland High

Tradition, Care and Challenge

## School

- To work within school policies and procedures.
- To contribute to the provision of an effective environment for learning.
- To support the promotion of positive relationships with parents and outside agencies.
- To attend staff training and participate in personal/performance development as required.
- To take care of personal and other people's health and safety.
- To be aware of the confidential nature of issues.

## Additional

- To provide general administrative support where required.
- To provide relief reception cover including routing telephone enquiries and greeting visitors.
- To respond to routine queries and enquiries.

Note: In addition other duties at no higher level or responsibility may be interchanged with/added to this list as required.

**Prepared by:**

L Fielden and H Kellow

**Date:**

January 2025

## Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

## Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

## Safeguarding Commitment

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**Head Teacher:** Laura Fielden, BA (Hons)    **Company No.** 07678864

Bowland High, Riversmead, Grindleton, Clitheroe, Lancashire, BB7 4QS

T: 01200 441 374

| [enquiries@bowlandhigh.lancs.sch.uk](mailto:enquiries@bowlandhigh.lancs.sch.uk)

| [bowland.atctrust.org.uk](http://bowland.atctrust.org.uk)

