



Kirkby-in-Malhamdale United (VA) Primary School
Kirkby Malham
Skipton
North Yorkshire
BD23 4BY

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Executive Headteacher: Mr Richard Wright

JOB DESCRIPTION

JOB TITLE:	Support (Teaching) Assistant
GRADE:	Band 4 (9 – 13pts)
RESPONSIBLE TO:	The Executive Headteacher
JOB PURPOSE:	To work, under the direction of the class teacher and other appropriate staff, in assisting with delivery of the learning process. Working with individuals and groups the post holder will assist in the planning, preparation and delivery of the learning activities, as well as with monitoring, recording and reporting on students.

ACCOUNTABILITIES/MAIN RESPONSIBILITIES

Supporting and Delivering Learning	<p>Assist in and contribute to the planning and evaluation of the learning process.</p> <p>Assist in the delivery of the learning process under the direction of the class teacher and other appropriate staff.</p> <p>Offer structured judgement and feedback on attainment and progress within assessment and reporting processes.</p> <p>Providing educational, emotional and physical support to pupils</p>
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Rolls-Royce
Science Prize
Special Merit Award Winner 2011



Behaviour/Guidance/Support	<p>Supervising groups and individual students as required.</p> <p>Undertaking playground/dinner supervision under the general direction of the class teacher. Take part in establishing constructive relationships with parents/carers and with other agencies/professionals.</p> <p>Support and assist in the development and implementation of appropriate behaviour management and strategies.</p>
Curriculum Resource Support	<p>Provide structured feedback on pupils' achievement/progress.</p> <p>Contribute to the provision of advice and guidance as required and appropriate.</p> <p>Plan and prepare materials, and undertake minor clerical duties</p> <p>Participate in relevant training as appropriate, including attendance at school staff development days.</p> <p>Be aware of and comply with policies and procedures relating to child protection, health, safety and security.</p> <p>Assist in the induction and development of classroom support staff.</p> <p>Be prepared to cover MSA/NLC lunchtime provision as appropriate.</p>

Whilst this job outline provides a summary of this post, it is not a comprehensive list or description and the job will evolve to meet changing circumstances. Such changes would be commensurate with the grading and conditions of service of the post and would be subject of discussion and consultation. All staff are required to comply with the school's policies, procedures and ethos.

In relation to Data Protection, Information Security and Confidentiality, all staff are required to comply with the school's policies and supporting documentation in respect of these issues.

Equal Opportunities

North Yorkshire County Council supports the principle of equality of opportunity in employment and has a clearly stated policy for Equalities. A copy can be downloaded from www.nyorks.gov.uk. Your School will have its own policies adapted from the County Council's Policy

This job description will be reviewed annually.

SIGNED POST HOLDER

SIGNED EXECUTIVE HEAD TEACHER

DATE

