

PANGBOURNE

— A community where you can flourish —

TEACHING ASSISTANT - JOB DESCRIPTION

Pangbourne College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Job Title:	Teaching Assistant
Reports to:	SENCo / Head of Learning Support
Department:	Academic
Hours per week:	Part time - 32.5 hours per week - 8.30am -3.30pm

Key working relationships:

Head of Learning Support (SENCo)
The Learning Support Department
All Staff
Pupils

Job Summary

- Supporting pupils, either individually or in small groups, with their learning, particularly those with SEND.
- Helping pupils access the curriculum and achieve their goals, whilst at the same time promoting independent learning.
- Supporting teachers during lessons by preparing resources, managing classroom behaviour and assisting with engaging and effective teaching.
- Providing specific support for pupils who need extra guidance, whether academically or emotionally.
- Helping to create a supportive and inclusive atmosphere where all pupils feel valued and confident in their abilities and learning.
- Assisting with tasks such as setting up and tidying the classroom and organising materials.
- Supporting pupils during assessments or exams, including invigilation and facilitating access arrangements.
- Providing a supportive presence, helping pupils manage challenges with their learning.

DUTIES AND RESPONSIBILITIES:

Teaching Assistant

- To develop an understanding of the Special Educational Needs of the pupils in each class and ensure their access to a lesson and its content through clarification, explanation, equipment and materials.
- Under the direction of the SENCo or subject teacher, work on differentiated activities with individual pupils or an identified group.
- To build and maintain successful relationships with pupils, treating them with patience, respect and consideration.
- To help keep pupils on task and to build motivation as well as build pupils' confidence and enhance self-esteem.
- To promote the inclusion and acceptance of all pupils and encourage all pupils to interact and work cooperatively.
- To have formal and informal meetings with teachers as necessary.
- To be involved in keeping records and evaluating the pupils' progress, providing subject teachers and the SENCo with feedback.
- To support implementation of school policies and procedures, including those relating to confidentiality and behaviour.
- To act as a positive role model.
- Taking responsibility for individual tasks
- To contribute to the overall ethos/work/aims of the College.
- Undertake relevant training to the role and whole College INSET as appropriate.
- To comply with health and safety issues and maintain safety levels of equipment, reporting any faults or breakages immediately.

Other

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by his/her Line Manager

The job description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the department and College.

This job description and accompanying documentation do not form part of the employment contract.

Child Protection and Safeguarding Policy

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with the Pangbourne College Child Protection and Safeguarding Policy, and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children.

Terms and Conditions of Service

The post holder will be required to comply with all policies and procedures issued by and on behalf of the College.

The post holder will be subject to an Enhanced Disclosure and Barring Service Certificate.

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The post holder will be required to participate in the College's appraisal procedures as an appraisee and if applicable, as an appraiser. The post holder will be required to attend statutory and mandatory training.

Information Security, Confidentiality and Data Protection

During the course of employment the post holder may have access to, see or hear information of a confidential nature and he/she will be required not to disclose such information. All personal identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the General Data Protection Regulation and the College's Privacy Notice, unless explicit written consent has been given by the person identified.

Equal Opportunities

The post holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

Health and Safety

Under the Health & Safety at Work etc Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes co-operating with the College and colleagues in complying with Health and Safety obligations to maintain a safe environment.

It is the firm policy of the College to promote a happy, professional, yet "family" atmosphere and to develop the potential of all pupils and staff. If ever there is a need to talk over aspects of school, or indeed home-related issues, please speak to your head of department or a colleague.