



## Berkeley Primary Job Description

<b>Position :</b>	<b>Teaching Partner</b>
<b>Name:</b>	
<b>Relationships:</b>	<p>The post holder is responsible to:</p> <ul style="list-style-type: none"> <li>• The Principal</li> <li>• SENDCo</li> </ul> <p>The post holder also interacts on a professional level with colleagues and seeks to establish and maintain productive relationships with them and to promote mutual understanding of the school curriculum with the aim of improving the quality of teaching and learning in the school.</p>
<b>Hours/days worked:</b>	<b>25.5 hours per week – Term Time plus 1 week</b>

### Purpose / Overall Objective

1. To implement work programs for an individual child, which could include detailed and specialist knowledge in particular areas
2. To assist in the whole planning cycle and the management/preparation of resources.

### Key Tasks

#### **Main Duties and Responsibilities**

#### **To support a child to learn as effectively and independently as possible in whole class, group and individual situations, by**

- Clarifying and explaining instructions
- Ensuring pupils are able to use the materials and equipment provided
- Giving pupils feedback on achievements (including feedback on work) in order to provide motivation and encouragement, and reinforce and develop self-reliance and self-esteem,
- Extending children's periods of concentration
- Assisting in weaker areas, e.g. speech and language, behaviour, reading, spelling, numeracy, handwriting / presentation etc.
- Encouraging pupils to interact and work co-operatively with others and engaging all pupils in activities
- Developing and engaging in active listening skills in order to gain understanding of pupils' needs and responses
- Supporting pupils consistently whilst recognising and responding to their individual needs
- To implement agreed learning activities / teaching programmes, monitoring pupils' responses through observation and planned recording of achievement against pre-determined learning objectives and, where appropriate, modifying or adapting the activities in agreement with the teacher to meet the needs of the children and achieve the intended learning outcomes
- To liaise with class teacher, SENCO and other professionals about individual education plans (EHCPs), contributing to their development and implementation as appropriate
- To provide additional nurture to individual pupils when requested by the Class Teacher / SENCO
- To work with the teacher to establish an appropriate learning environment
- To work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
- To use specialist (curricular/learning) skills to support pupils as appropriate
- To establish productive working relationships with pupils, acting as a role model and setting high expectations and a good example in terms of appearance, punctuality and attendance
- To promote the inclusion and acceptance of all pupils within the classroom
- To promote independence and employ strategies to recognise and reward achievement and self-reliance
- To support the use of ICT in learning activities and develop pupils' competence and independence in its use



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- To provide objective and accurate feedback and reports to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- To take responsibility for keeping and updating records as agreed with the teacher, contributing to the review of systems/records as requested
- To promote positive values, attitudes and good pupil behaviour, dealing promptly with conflicts and incidents in line with established policy, consistently and effectively implementing the school's behaviour policy and encouraging pupils to take responsibility for their own behaviour
- To liaise sensitively and effectively with parents/carers, as agreed with the teacher, and participate in feedback sessions/meetings with parents as directed, having an awareness of confidential issues and keeping confidences appropriately
- To supervise pupils on visits, trips and out of school activities as required
- To be willing to support playground/break time supervision (within employed hours) and provide first aid as determined by level of First Aid training
- To prepare work and activities in advance of lessons (within employed hours), help to make appropriate resources to support pupils and undertake practical tasks to maintain a good standard of classroom appearance
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, maintaining complete confidentiality on all school matters and reporting all concerns to an appropriate person
- To know and apply principles of school policies on Behaviour, Teaching and Learning, etc.
- To attend and participate in regular meetings
- To participate in inset training and other learning activities offered by the school and county to develop a knowledge of a range of learning support strategies and to develop an understanding of the specific needs of children in the class
- To contribute to the overall ethos / work aims of the School
- To carry out the above duties in accordance with the Education Department's Equal Opportunities Policy.

### **Other**

- Will be required to work in any part of the establishment using safe working practices at all times.
- To work two days a week at an alternative provision offsite in Stroud
- Duties may vary from time to time, for example to allow for School events.
- To comply with the requirements of the Health & Safety at Work Regulations.
- To take reasonable care for the Health and Safety of self and for others affected by the work and to co-operate with the employer in ensuring that Health & Safety responsibilities are carried out.

### **Development**

- To undertake training as required and agreed with the Principal
- Participate in the Performance Review Cycle

### **Additional Duties**

- To have due regard for safeguarding and promoting the welfare of children and to follow child protection procedures
- To know and implement school policies
- To maintain the confidentiality of all the School's records relating to staff and pupils, in line with the latest requirements of the Data Protection Act and the Freedom of Information Act.
- To contribute to the school ethos by helping to maintain good order, appearance and discipline of all students within and beyond the classroom.
- To participate in meetings with colleagues relative to the post.
- Undertake other tasks as reasonably requested by the Principal or Operations Manager

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Compiled by:	Revision Number
Approved by:	Revision Date ___/___/___



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Signed: .....

Signed: ..... Principal

Date: .....



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PERSON SPECIFICATION	Essential	Desirable
<b>Educational Qualifications:</b>	<ul style="list-style-type: none"> <li>• Good reading and writing skills</li> <li>• Good numeracy skills</li> <li>• A strong commitment to further professional development</li> </ul>	<ul style="list-style-type: none"> <li>• Professional qualifications relevant to primary age range</li> <li>• Trauma Trained</li> <li>• Basic knowledge of First Aid and understanding of School policies</li> <li>• Recent safeguarding training</li> </ul>
<b>Knowledge and Skills:</b>	<ul style="list-style-type: none"> <li>• Experience of reporting to information to groups of stakeholders.</li> <li>• Experience of working as a team member to improve teaching and learning</li> <li>• Exceptional behaviour management</li> <li>• Understanding of the requirements for children with SEND</li> <li>• To have high standards of all children, self and colleagues</li> <li>• Good understanding of the general aspects of child development</li> <li>• Understand and support the importance of physical and emotional wellbeing</li> <li>• To be fully involved in the development of the whole school</li> <li>• Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working KS1/KS2</li> <li>• Experience of using ICT and VLE to enhance learning opportunities</li> <li>• . Understanding of attachment disorders</li> <li>• Knowledge of general safeguarding procedures and expectations or professional conduct</li> <li>• A good understanding of the school/national curriculum including expectations of English &amp; Maths</li> <li>• Basic understanding of Health and Safety</li> <li>• Understand and implement child protection procedures</li> <li>• Be prepared to develop and learn in the role</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Respect confidentiality</li> <li>• Meticulous attention to detail</li> <li>• A commitment to improving their own practise.</li> <li>• Flexible and adaptable</li> <li>• Personal initiative</li> <li>• Reliable</li> <li>• Good attendance record</li> <li>• Able to work well within, and contribute to, a team</li> </ul>	<ul style="list-style-type: none"> <li>• Resilient</li> <li>• Demonstration of an ability to handle conflicting demands effectively</li> <li>• Demonstration of an ability to understand and enforce financial regulations</li> </ul>
<b>Professional Attributes</b>	<ul style="list-style-type: none"> <li>• A high level of organisational skills</li> <li>• Excellent inter-personal and communication skills</li> <li>• A belief that Every Child Matters</li> <li>• Evidence of continuing and relevant professional development.</li> </ul>	