

## ST PETER'S SCHOOL – BOURNEMOUTH

### Job Description

#### Teaching Assistant (Level 2)

Postholder

Salary                                      Grade C, SP 4 - £12,808 (actual) gross per annum

Contractual Weeks                      Term Time only, including INSET days

Contractual Hours                      22 hours per week

Mon    8.50am - 1.30pm                      4 hours 40 mins

Tues    9.10am - 1.30pm                      4 hours 20 mins

Weds   9.10am - 1.30pm                      4 hours 20 mins

Thurs   9.10am - 1.30pm                      4 hours 20 mins

Fri      9.10am - 1.30pm                      4 hours 20 mins

Teaching Assistants perform a vital role in improving the teaching and learning of students with Special Educational Needs at St. Peter's School. They should work closely with teaching staff, students and parents. We value the work that our Teaching Assistants do and are committed to improving their skills and knowledge through professional development.

#### **KEY ROLE AND RESPONSIBILITIES**

To work under the guidance of the class teacher to support teaching and learning of students with a statement of SEN in the classroom including

- general support to the class teacher in the management and organisation of the students and the classroom, this may include other students on the Code of Practice or the class as a whole
- assist the teacher in creating and maintaining a purposeful, orderly and supportive learning environment
- promote the inclusion of all students ensuring they have equal access to opportunities to learn and develop
- responsible for promoting and safeguarding the welfare of children and young people within the school

#### **MAIN RESPONSIBILITIES**

A) Support for the Students with a Statement of Special Educational Need and their Families

- To deliver pastoral and learning support
- To provide feedback to students in relation to progress and achievement
- To establish and develop productive working relationships with students acting as a role model
- To work with students, understanding how to motivate and encourage them to develop and achieve
- To provide support for students to broaden and enrich their learning
- To work with the SENCO and other teachers to develop and implement advisory notes and behaviour support plans

B) Support for the Teachers of Students with a Statement of Special Educational Need

- To develop behaviour management strategies. To be proactive in managing behaviour and promote self-control, independence and integration
- To support student transitions
- To accompany teachers and classes on educational visits
- To work with the class teacher to complete administration tasks and prepare displays

C) Support for the School

- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person
- To contribute to overall ethos, work and mission statement of the school
- To undertake broadly similar duties commensurate with the level of the post as required by the Headteacher

D) Organisation of Role

At the start of each academic year you will be assigned a student or students for whom you will act as Lead Teaching Assistant. The decision to assign a Lead Teaching Assistant is based on the skills and qualities each TA has. Each student with a Statement of Special Educational Need is different and in our broad and balanced team we have staff in place to try to ensure that all of these needs are met. The primary role of a Lead TA is to ensure that staff are aware of their advisory notes, to write a report for any interim or annual review and to collate the reports of others for reviews. You will also act as a point of contact for parents for those students.

E) Performance Management and Continuing Professional Development

- All Teaching Assistants will follow the school's performance management system for support staff.
- All Teaching Assistants will receive three in-house training sessions per year. Other CPD opportunities will be available for staff as the need arises.
- All Teaching Assistants will be observed in their role at least once per year by their performance manager

**SUPPORT FOR THE SCHOOL**

- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person
- To contribute to overall ethos, work and mission statement of the school To undertake broadly similar duties commensurate with the level of the post as required by the Head teacher

The purpose of this job description is to indicate the general level of responsibility of the post. In accordance with paragraph 80(d) of the National Conditions of Service it is pointed out that the detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

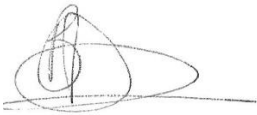
There may be the need to provide assistance or undertake such other duties as may be reasonably assigned by the Headteacher or his/her deputy.

Safeguarding is everyone's responsibility at St Peter's School regardless of position or role.

Signed

Post Holder

Date

A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.

Signed

Headteacher

Date 15.6.2026

Agreed June 2026

Review