



# Debenham High School

A Church of England High Performing Specialist Academy



## Teaching Assistant – Job Description

<b>Hours</b>	15-28 hours (minimum 2.5 days) per week for 38 weeks per year
<b>Salary</b>	Grade 2 SP 3 - 4 full-time equivalent salary £20,812-£21,189 FTE. Actual starting salary £6,978-£13,025, dependent upon working hours
<b>Line Manager</b>	Special Educational Needs Coordinator

### Job purpose

The Teacher plans lessons and directs learning. Teaching Assistants provide support to the teacher and through this to pupils and to the teaching of the curriculum. Teaching Assistants work under the direction of the Teacher, whether with the whole class, a small group, or an individual pupil, to ensure that all pupils achieve their full potential. The Teacher will always be available for support and guidance.

There will be some need to interpret information or situations and to solve straightforward problems. More complex problems will be referred to the SENCO.

To work with students on a one-to-one basis supporting literacy and numeracy.

To work with students in a mentoring capacity.

### EXAMPLES OF DUTIES

#### Support for pupils

- Undertake a range of routine tasks to support learning.
- Assist an individual pupil, or a small group of pupils, some of whom may have Special Educational Needs.
- To work with small groups on social and behaviour skills

#### Support for the teacher

- Undertake routine tasks to support the teacher during lessons, e.g. preparing classroom materials, supervising small groups of pupils whilst the teacher is carrying out assessments
- Maintain basic records
- Assist teaching staff to ensure that the aims and objectives of the school are achieved and that pupils make good progress in their learning time.
- Assist in the teaching of specific non-curricular based skills.

#### Support for the curriculum

- Undertake routine tasks to support the curriculum and assist with events organised as part of the curriculum e.g. sports days

#### Health and Safety

**Gracechurch Street, Debenham, Suffolk IP14 6BL**

Tel 01728 860213 Fax 01728 860998 Email [office@debenhamhigh.co.uk](mailto:office@debenhamhigh.co.uk) Website [www.debenhamhigh.co.uk](http://www.debenhamhigh.co.uk)

**Headteacher:** Mr S Martin BSc

**Senior Leadership Team:** Miss S McBurney, Mrs L Ramsay, Mrs C Schmidt, Mrs T Willmott

**Chairman of the Academy Trust:** Bishop of St Edmundsbury and Ipswich **Chairman of Governors:** Mr David Carruthers

- Ensure Health and Safety regulations are complied with.

*The duties and responsibilities of any post may change from time to time, and post holders may be expected to carry out other work not explicitly mentioned above which is considered to be appropriate the existing level of responsibility vested in the post.*

### **Debenham High School's Mission Statement**

To provide a top quality education for pupils of all abilities in a caring, challenging, supportive and attractive environment in which all members of the community are valued and where Christian moral values are encouraged.