



Westbourne School Teaching Staff Job Description

Job Title: Teaching Assistant

Reports to: Senior Management Team (SMT)

Job purpose: Teaching pupils, curriculum development, leading extracurricular activities and contributing to the professional culture and ethos of the school.

This job description forms an integral part of the Appraisal process carried out annually by the Headmaster/SMT.

Key Responsibilities:

Professional conduct, relationships & attitude

- Model the Westbourne Values (respect & resilience, excellence & inclusion), demonstrate a growth mindset and contribute to the professional culture of the school.
- Develop relationships and strengthen partnerships with pupils, parents and the wider community to promote Westbourne School.
- Market the school and their department and liaise effectively with the Marketing Manager/Committee to help recruit and retain pupils.
- Put the needs of pupils before other considerations and support their social and emotional development.
- Behave and communicate in a professional manner at all times and be supportive towards colleagues.
- Arrive promptly at the start of the school day and to all lessons, duties (including cover lessons), briefings and meetings.
- Demonstrate a commitment to professional development by sharing effective practice and taking part in relevant activities to develop professional skills, knowledge and understanding.
- Understand and follow all school policies and procedures as laid down in the Staff Handbook.
- Undertake any reasonable requests as directed by the Headmaster or the Head of Junior / Senior school.

Teaching & learning

- Create and manage an effective, orderly and safe learning environment including appropriate displays to aid learning and celebrate achievement.
- Understand and apply the school's Safeguarding and Health and Safety Policies in all aspects of school life. Liaise with the Safeguarding Committee as appropriate.
- Promote British values within the context of a multicultural society.
- Provide effective learning opportunities that inspire all pupils, differentiating delivery according to the needs of individuals.
- Liaise effectively with staff responsible for pupils on the Learning Support and More Able Pupil (MAPs) registers.
- Plan, set, assess and mark relevant and engaging home learning activities to reinforce and extend learning.
- Set high expectations and be accountable for the behaviour and academic progress of all pupils within your care.
- Identify pupils in need of additional intervention, plan for and provide this within lessons and/or at other times.
- Provide cover for colleagues as directed by SMT.



Planning, assessment & development

- Contribute to and keep detailed records including long, medium and short term curriculum planning for the appropriate year group in accordance with the agreed framework and in line with the Curriculum Policy.
- Use formative assessment to identify pupils' strengths and areas for development, guide future learning opportunities and give feedback in line with the school's policy to ensure students make acceptable progress.
- Complete summative assessments in line with the school's assessment calendar, using this data effectively to identify pupils' strengths and areas for development, implementing interventions where appropriate.
- Contribute to the development of policies and initiatives as set out in the Whole School and Junior/Senior School Development Plans.
- Participate in the Review and Development process to and be proactive in personalising professional learning and maintain an accurate, up to date record of all professional development opportunities.

Beyond the classroom

- Attend and contribute to relevant briefings, meetings, INSET and CPD activities.
- Attend school functions, concerts and events as appropriate.
- Lead assemblies, enrichment and extra-curricular activities in accordance with the expectations in the Staff Handbook.
- Supervise pupils in after school prep sessions and at break or lunch times as requested.
- Develop, lead and manage opportunities to extend learning via educational visits, 'theme days', or external speakers, as appropriate.