

Beech Green Primary School
Job Description: Teaching Partner

Responsible to Headteacher, SLT and SENCo
Liaise with Teaching Staff, Teaching Partners, Parent and Volunteer Helpers

Duties and Responsibilities

This job description covers both SEND one to one and class-based teaching partners. Statements that are not relevant to this specific post are currently crossed out; this job description may be amended over time in consultation with the member of staff. This is to make working conditions and expectations clear, to meet the changing needs of the pupil and give flexibility to the employee.

Teaching partners work with the class teachers as a member of the teaching team.

Supporting Learning

Take responsibility for teaching individuals
Take responsibility for teaching pairs
Take responsibility for teaching groups of children
Take responsibility for teaching, as appropriate, the whole class
Encourage the development of skills, foster personal and social development
Develop and extend the children's language
Promote high standards of behaviour and ensure that all pupils abide by the school rules at all times
Implement learning programmes with individual children under the direction of the class teacher or SENCo
Implement behaviour management programmes with individual children under the direction of the class teacher or SENCo
Teach appropriate schemes of work and programmes of study set by the teacher or SENCo and provide any relevant feedback on pupil progress

Supporting Teaching

Under the direction of the Class Teacher, complete marking of children's work and provide constructive comments to the children and feedback to the teachers
Help create a stimulating learning environment e.g. preparation of resources and displays.
Be involved with the planning, organisation and preparation of resources
Work closely with colleagues and monitor and report children's problems and developmental needs to the year group teachers and SENCo
Undertake administrative tasks as required, including photocopying, handling of monies, classroom display and ordering of resources
To provide a communication link with parents at the start and/or end of day, to avoid teachers being unnecessarily diverted from settling the class and starting lessons
To update the school's records on a regular basis with a range of pupil data
To provide support when a supply or trainee teacher replaces the class teacher

Support for the school

Undertake regular playground duties
Be available to attend all training sessions where possible as directed by the SLT and take responsibility for continuous professional development (CPD).
Communicate appropriately with parents/carers.
Work in accordance with all school policies
Participate fully in the school's Performance Management and Appraisal process
To undertake any reasonable tasks, relevant to the post of Teaching Assistant