

# MAYVILLE HIGH SCHOOL

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Headteacher  
Mrs R Parkyn  
MA (Oxon) MA PGCE MCIL

## Junior Teaching Assistant KS2 (Full time, permanent)

**Start date: 01/11/21. Applications considered on receipt.**

### Job Purpose:

To support specific pupils with identified needs individually or in small groups:

To enhance and encourage the independent learning of pupils, particularly those with learning needs.

To work in the classroom environment, enabling pupils to gain full access to the curriculum and participate in the general life of the school.

To work with small groups or individuals to develop basic skills.

To be adaptable and empathetic.

To work within the school guidelines.

**Listed below are principal, but not exhaustive responsibilities of this post.**

**This job description should be read in conjunction with the School 's Staff Handbook**

- To assist the form teacher of the form to which you are assigned with registration and administrative tasks.
- To liaise with and assist the teachers of the classes to which you are assigned in the delivery of the curriculum.
- To provide individual support to pupils as required in academic, organisational, emotional or social matters.
- To provide support for a number of identified pupils in one to one, small groups, classroom and extra curricular workshops, keeping records in line with department procedures.
- To help pupils in overcoming literacy, numeracy and behavioural difficulties in accordance with their Individual / Group Educational Plan.
- Provide intervention sessions for individual or small groups of pupils.
- To have knowledge of the Code of Practice and its implications.
- To assist with playground, lunch duties, cloakroom duties etc.
- To ensure that all activities with which you are involved are carried out with due regard to the health and safety of pupils.
- To supervise pupils in the absence of the teacher.
- To ensure that the behaviour and uniform of the pupils at all times meets the requirements of the School's policy.
- To monitor the wellbeing of pupils, intervening in disputes and ensuring that all pupils are happy, confident and are developing strong self esteem.
- To attend meetings as reasonably required.

- To participate in the School's Performance Management System.
- Undertaking INSET as required.
- To supervise examinations when necessary.
- To fulfil any other duties reasonably allocated within the scope of Pupil Support.
- To undertake additional duties under the reasonable direction of the Headteacher.

Full-time, permanent – subject to 12 month probationary period

Salary £14,000 - £18,000, dependent on experience