



Teaching Assistant (full-time)

THORNGROVE SCHOOL

General Overview

We are looking for an **energetic, positive and hard-working** teaching assistant to join our Lower School. The post is a permanent and full-time. The Lower School is a vibrant place to teach and work. There is a strong positive vibe and all the teachers and assistants work together in a collaborative way.

It is an exciting time for the Lower School. Many classes are full and we have recently expanded Year 2 due to a demand for places. The successful candidate will be one of 4 teaching assistants currently working in the Lower School.

Duties and Expectations

A Teaching assistant's duties and expectations are outlined below. This list is not inexhaustible and will change and may be added to from time to time according to the form teacher and the Head of Lower School:

- Any Accidents or illnesses will be will dealt with by the teaching assistant unless the teacher stipulates otherwise
- The teaching assistants should be responsible for setting up snacks, birthday cakes, drinks, biscuits
- Teaching assistants will wash up cups on a daily basis
- Teaching assistants will tidy up after a messy activity in order for the form teacher to move forward into the next activity with the children (unless otherwise stipulated by the teacher)
- Teaching assistants should be quiet when doing jobs around the classroom so that the children remain focused on the activity of the moment
- All teaching assistants should be in school by 8am to check on cover and help prepare the classroom for the day ahead
- The changing of reading books is done under the direction of the teacher. No child should be moved levels without the teacher's approval
- Parental enquiries should be referred straight to the teacher for anything above quick simple routine questions
- The teaching assistant is never to phone or report to parents without the teacher's permission

- Teaching assistants are not to question the teacher's decisions directly. If they have a concern they should speak to the Head of Section or Deputy Head
- There should be quiet interaction with children (whispering) especially during whole class introductions
- Teaching assistants should operate under direction i.e. no chatting with pupils about things when it takes them away from the work that they are doing
- Teaching assistants are expected to put up displays, listen to readers and support generally the activities within the classroom
- From time to time they might be asked to cover the class due to teacher illness or absence (to allow for continuity)
- Teaching assistants must carry out any reasonable task which has been asked of them by the form teacher or Head of Section

Person Specification

- Previous school experience an advantage
- Good levels of literacy, numeracy and ICT
- The ability to take direction and support the form teacher
- Enjoy working as part of a team
- The ability to communicate positively with parents and colleagues
- A good sense of humour

Working hours and remuneration

Teaching assistants work from 8am-4pm five days a week. In addition to this there are various meetings to attend. There are also several INSETS and Open Days to attend. The salary for the post is in the region of £19,500. There are further benefits including: free lunch and tea; pension and parking onsite.

Application Process

1. The closing date for applications is 12 noon on Friday 22nd June 2018.
2. Applicants are asked to provide the Headmaster with a CV (to include two named referees), as well as a covering letter (no more than one side of A4) and a photograph.
3. During the interview process candidates will be expected to support the teacher in the classroom, be interviewed by the Headmaster and by Head of the Lower School.
4. Thorngrove is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post is subject to an enhanced disclosure from the DBS.