



Job Description: Teaching Assistant to work across KS1/2

The School:

Kimbolton School was founded in 1600 and currently educates approximately 970 children aged 4-18 in a co-educational, predominantly day environment (Monday to Saturday), although there are approximately 50 boarders. The Senior School is located around Kimbolton Castle while the Preparatory School is housed to the west of the village on the original Grammar School site. The School employs approximately 300 staff and also owns a subsidiary company, Kimbolton School Enterprises, which transacts all non-charitable trading activity.

Job Purpose:

To provide general support to the teacher in the management of individual and groups of pupils and the classroom. Under the direct instruction of teaching staff to work with pupils in the classroom to assist with their learning and provide physical/general care.

Job Description:

Safeguarding	
1	To actively promote and support the safeguarding of children and young people in the workplace, ensuring School policies and procedures are observed at all times.
2	Follow the School's policies for arrival and collection of pupils.
3	Comply with policies and procedures relating to child protection, health and safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person.
Teaching and Learning	
1	Work alongside teaching staff to ensure pupil safety and welfare within the classroom.
2	Promote positive pupil behaviour, dealing promptly with incidents according to our behaviour policy.
3	Work with pupils in small groups or individually to achieve their learning goals.
4	Collaborate with the teaching staff, including Academic Support staff, for the planning, preparation and evaluation of appropriate learning activities for groups of pupils or individual pupils.
5	Assist in the implementation of Individual Education Programmes for pupils and help monitor their progress, including attending relevant meetings such as statutory reviews.
6	Provide support for individual pupils inside and outside the classroom to enable them to fully participate in activities.
7	Work with other professionals, e.g. speech /occupational therapists, as necessary.
8	Assist class teachers with maintaining pupil records, including observations and assessments.
9	Liaise with and support parents/carers and other family members.
10	Prepare and routinely maintain classroom materials/resources/displays. Assist pupils in their

	use, clear up and display pupils' work.
Administrative Duties	
1	Support class teachers in photocopying and other tasks in order to support teaching.
2	Undertake professional duties that may be reasonably assigned by the Deputy Head Academic
Standards and Quality Assurance	
1	Support the aims and ethos of the school
2	Set a good example in terms of dress, punctuality and attendance
3	Attend team and staff meetings
4	Be proactive in matters relating to health and safety
5	Establish effective working relationships with pupils and other members of staff within the early years team & wider school staff
6	A commitment to continuing professional development
Other Duties and Responsibilities	
1	Undertake supervisory duties inside/outside, including during the pupils' lunchtime
2	According to the child's age and individual needs, duties may include helping with toileting and changing as the need arises
3	To be flexible with regard to deployment to ensure best provision across/within year groups.

Qualifications	
1	Completion or working towards a recognised Level 3 qualification, eg Level 3 Diploma for the Children & Young People's Workforce, NVQ Level 3 in Children's Care, Learning and Development or equivalent.
2	Completion of Safeguarding Awareness course.
3	Current Paediatric First Aid certificate/willingness to undertake training.
4	Completion of other relevant courses.
Skills, Aptitude, Knowledge and Experience	
1	Previous experience of working with children across Key Stages 1/2
2	Proficient with using IT to support learning and for administrative tasks
3	A commitment to the provision of high quality pastoral care
4	Excellent organisational, record keeping and planning skills
5	A positive approach to learning and gaining new skills through teamwork and training opportunities
Personal Qualities	
1	Punctual
2	Excellent communication skills, with children, colleagues, advisors and parents/carers
3	Patience, initiative,
4	Empathy with children, colleagues and parents/carers
5	Reliable and trustworthy
6	A positive approach to inclusive practice, with children and colleagues
7	Enthusiasm for working with young children

Terms & Conditions

Responsible to:	Deputy Head Academic
Hours of Work:	Hours are Monday to Friday 8.30am to 1.00pm. Term time only (34 weeks).
Remuneration:	Pt 7 to Pt 14 dependent upon experience (from 01/09/2017 Pt 7 £14,192 to Pt 14 £17,496 pro rata per annum). These amounts include holiday pay.
Pension:	The School offers a defined contribution pension scheme.
Referees:	The names and addresses of two professional referees are required. Referees will not be contacted without the permission of the applicant.

Notes:

The post holder is required to operate within school policies and procedures, including Health and Safety. Kimbolton School is an equal opportunities employer.

Kimbolton School operates a No Smoking policy on the Estate.

Under the Guidelines Safeguarding Children: Safer Recruitment and Selection in Education Settings June 2005, Kimbolton School reserves the right to request age related information from the candidate.

Kimbolton School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post. It is an offence for any organisation to offer employment that involves regular contact with young people under the age of 18 to anyone who has been convicted of certain specified offences, or included on lists of people considered unsuitable for such work held by the Department of Education. It is also an offence for people convicted of such offences to apply for work with young people. The successful candidate is subject to satisfactory completion of an Enhanced Disclosure from the Disclosure and Barring Service before the appointment is confirmed. This check will include details of cautions, reprimands or final warnings as well as convictions. Further information about the Disclosure scheme can be found at www.dbs.gov.uk. All employees will be expected to abide by the School's Safeguarding Code of Conduct and will attend Safeguarding training.

To follow the schools safeguarding policy, including reporting any Child protection issues to the Designated Safeguard Lead.

A copy of the School's Safeguarding Policy and Code of Conduct can be obtained from the school's website www.kimbolton.cambs.sch.uk.