**The Europa School UK Culham, Abingdon, Oxfordshire**

**is seeking part-time German speaking Teaching Assistants**

The Europa School UK offers multilingual education for children aged 4-19.

The school specialises in Languages and Sciences. In primary, from the age of 4, our children learn in a bilingual class: either French/English or German/English or Spanish/English. They follow the European Schools’ curriculum, enhanced where required by statutory requirements of the UK system.

Staff are fluent in at least one of English, French, Spanish or German.

Teaching Assistants (TAs) are deployed in support of individual or groups of pupils, under the direction of a class teacher. A willingness to assist with SEN and language support is important.

Applications will be considered from candidates wishing to work Wednesday afternoon from 12.30 to 4pm and 8am to 4pm Thursday and Friday.

All applications must be submitted using the standard form only. Please complete all sections of the form rather than sending separate CVs.

Any enquiries may be made to: applications@europaschool.uk or 01235 524060.

The Europa School is committed to safeguarding children; successful candidates will be subject to an enhanced DBS check.

The salary is Pt 11on Oxfordshire County Council Salary Grades, £15,807 pro rata for term-time only (80% full-time) equivalent to c. £6322.80 for 17.5 hours per week.

Staff working these hours will still be paid monthly but will receive a salary pro-rata to their hours.

Whilst having more than one language – particularly across English, French and German – will be advantageous, it is not an absolute requirement of the post and monolingual applicants should not be deterred from applying on this count only. The levels of language competence (B2 and C2) referenced in the person specification relate to any language spoken by any applicant not as their first language – i.e. not a language they grew up speaking. B2 level would equate to someone being able to communicate reasonably efficiently with other staff. C2 would equate to being able to communicate (speaking, writing and understanding) proficiently at the level of a native speaker of that language.

**JOB DESCRIPTION**

Post: Teaching Assistant

Grade:OCC Grade Pt 11,

Hours: Term-Time Only 17.5hrs

Line Managed by: Head of Primary

**Purpose of the Job:**

Provide efficient and effective Teaching Assistant (TA) support to identified pupils in order to support them in becoming more independent learners. Support the class teachers in the day-to-day running of the classroom, working with groups and contributing to learning resources.

**Main Responsibilities**

• Work with identified pupils – either individually or in groups as appropriate - under the direction of the class teacher, using a range of strategies appropriate to their needs to support their learning.

• Contribute as appropriate to the class teacher’s planning for individuals and groups.

• Support the organisation of the learning environment, including : o Producing and maintaining resources as appropriate o Providing practical support in maintaining a purposeful, orderly and supportive environment for learning

• Contribute to the records of pupils’ progress and achievements, as agreed with the class teacher or SENCO, as appropriate.

• Provide care with regard to the physical well-being of identified pupils.

• Accompany pupils on educational visits and trips during contracted time.

• Make a reasonable contribution to the richer life of the school, eg school plays etc.

• Undertake pupil supervision, as required – including providing individual support to special consideration pupils, such as scribing, reading questions etc.

• Attend meetings during contracted time in order to :

* Discuss pupils’ progress with school staff, parents/carers and other professionals as appropriate.
* Plan and review support.
* Create suitable resources to support pupils’ learning
* Participate as appropriate in the school’s agreed Performance Management Programme.
* Demonstrate a commitment to own continuing professional development, through participation in appropriate training.
* Maintain awareness of and comply with all relevant school policies –particularly any matters relating to Confidentiality, Safeguarding, Health & Safety or Equal Opportunities.
* Undertake any additional duties or responsibilities as reasonably directed by the Principal, commensurate with the scope and grade of the post.

Teaching Assistant (cont) Person Specification

**Qualifications**

* Educated to at least Level 2 (5 A\*-C GCSEs or equivalent, including Maths and your first language) AND/OR
* Appropriate relevant experience of supporting pupils’ learning needs
* Level C2 language competence in German
* Minimum B2 Language competence in English

**Experience**

Experience of working with young children as a TA or other relevant work in a school or other comparable organisation.

**Skills and Understanding**

• Good organisational, communication and interpersonal skills

• Good level of technical competence in all areas relevant to the post

• Understanding of and commitment to the ESUK aims and the challenges and opportunities facing the school

• Understanding of the need for and commitment to the importance of flexible working across the whole support staff team

• Understanding of the need for and commitment to maintaining excellent attendance and punctuality.

**Qualities**

• A positive attitude to life and work – particularly other cultures, languages and science education

• A genuine desire to support children’s social, emotional and academic development

• Able to adapt quickly to changing circumstances and take speedy appropriate action when circumstances require it.

• Hard-working, resilient and professional.

• Commitment to own continuing professional development and to supporting the continuing professional development of others.