

Carrdus School is an independent preparatory school within easy reach of Banbury and the villages of Oxfordshire, Northamptonshire and South Warwickshire. For over 60 years it has encouraged and enabled girls aged 3-11 and boys aged 3-8 to make a confident, happy start to school life, finding and developing their areas for success.

Founded in 1952 at St John’s House, Banbury, the school moved to Overthorpe Hall in 1970 where it has continued to grow and thrive.  Carrdus School is part of Tudor Hall School.

The 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, including checks with past employers and the Disclosures & Barring Service.

**TEACHING ASSISTANT JOB DESCRIPTION**

**Teaching Assistant Role**

# To work under the guidance of teaching/senior staff and within an agreed system of supervision.

# To implement agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources.

# To supervise whole classes occasionally during the short-term absence of teachers. The primary focus will be to maintain good order and to keep pupils on task. Cover Supervisors will need to respond to questions and generally assist pupils to undertake set activities.

**Support for Pupils**

* Use specialist (curricular/learning) skills/training/experience to support pupils
* Assist with the development and implementation of IEPs
* Establish productive working relationships with pupils, acting as a role model and setting high expectations
* Promote the inclusion and acceptance of all pupils within the classroom
* Support pupils consistently whilst recognising and responding to their individual needs
* Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
* Promote independence and employ strategies to recognise and reward achievement of self-reliance
* Provide feedback to pupils in relation to progress and achievement

**Support for the Teacher**

* Work with the teacher to establish an appropriate learning environment
* Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
* Monitor and evaluate pupils’ responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
* Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
* Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
* Undertake marking of pupils’ work and accurately record achievement/progress
* Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
* Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed
* Administer and assess routine tests and invigilate exams/tests
* Provide general clerical/admin. support e.g. administer coursework, produce worksheets for agreed activities etc.

**Support for the Curriculum**

* Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
* Implement local and national learning strategies e.g. literacy, numeracy, KS2, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills
* Support the use of ICT in learning activities and develop pupils’ competence and independence in its use
* Help pupils to access learning activities through specialist support
* Determine the need for, prepare and maintain general and specialist equipment and resources

**Wider school role:**

* Fulfil wider professional responsibilities:
  + Make a positive contribution to the wider life and ethos of the school
  + Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support
  + Communicate effectively with parents with regard to pupils’ achievements and well-being
  + Ensure Health and Safety at all times and in accordance with school policy
  + To communicate and consult with parents of pupils on a regular basis, in line with our open door policy
  + To take on further responsibilities according to experience and levels of professional development
* Maintain high standards of ethics and behaviour, within and outside school:
  + Treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher’s professional position
  + Having regard for the need to safeguard pupils’ well-being, in accordance with statutory provisions
  + Showing tolerance of and respect for the rights, faiths and beliefs of others
  + Having proper and professional regard for the ethos, policies and practices of the school, maintaining high standards in own attendance and punctuality
  + Having an understanding of the frameworks which set out professional duties and responsibilities
* Undertake a range of tasks and activities :
  + Carry out school duties, as required
  + Attend Parents’ Meetings and Staff Meetings
  + Attend, within reason, out of hours events including those organised by Friends of Carrdus School
  + Meet with and report to Head as necessary
  + Attend staff INSET, workshops and staff development, as required
  + Attend First Aid/Health & Safety courses, as required
  + Attend Child Protection/Safeguarding training courses, as required
  + Undertake any other reasonable duties or tasks directed by the Head

**Essential Requirements**

* Show evidence of having the following personal attributes:
* Be a positive role model
* Be a good team player
* Be a strong communicator
* Have a strong work ethic
* Have good interpersonal skills
* Have a natural ability to get on with, support, understand and command the respect of children
* Have enthusiasm for and interest in the education and welfare of young people
* Be able to support and extend the extra-curricular life of the school
* Be an ambassador for Carrdus School at all times and attend FOCS events
* Good numeracy/literacy skills

**Desirable Requirements**

* Experience of working in schools with primary age children
* Appropriate professional qualification or training for Teaching Assistants

**TERMS & CONDITIONS AS PER EMPLOYMENT CONTRACT**

**Post:** Teaching Assistant

**Hours:** During school terms the employee shall work full-time hours while the school is in session and at any other time (including during school holidays, at weekends and before and after the school’s normal starting and finishing times) as may be necessary in the reasonable opinion of the Head for the proper performance of his/her duties.

**Salary:** Subject to experience. Paid monthly in arrears not later than the last working day of the month. Reviewed annually on the 1st September each year. Next salary review 1st September 2018.

**Probation**

**Period:** Six Months

**Holidays:** The employee shall be entitled to take as holiday all school holidays in accordance with the published dates in the school calendar. Public and Bank Holidays occurring during school terms may be working days.

**Pension:** All employees are auto enrolled into a pension scheme after three months service.  We offer two different schemes and details are provided on appointment.

**Retirement:** The post currently has no normal retirement age but the School reserves the right to set a retirement age at any time in accordance with the applicable law from time to time.

**Sick Pay:** In the absence from duty owing to illness, salary will be paid for the following periods:

1. In the first three months of service – 7 days
2. In the first year of service, after three months – 4 weeks
3. After the first complete year of service – 8 weeks

**Notice:** Your employment may be terminated: by you giving the School not less than four weeks’ written notice terminating your employment; by the School giving you written notice of termination of employment as follows: during the first four years of continuous employment not less than four weeks’ notice; during the fifth to twelfth years of continuous employment not less than one week’s notice for each complete year of continuous service; After twelve years of continuous employment not less than twelve weeks’ notice.

**Benefits:** Free meals when available, 60% day fee pupil discount at Carrdus School and 60% day fee pupil discount at Tudor Hall (pro rata for part-time staff).

**Application Process:** Please send your application to Mark Tetley, Deputy Head, by 22nd September 2017.