



Role title: Teaching Assistant (Junior School – Early Years/Key Stage 1)
Reports to: Head of the Junior School

Overview

Role Purpose

Under the guidance of the class teacher, the post holder contributes to and supports the pupils learning through class-based activities as well as on breaks, school trips and other external activities.

Cheadle Hulme School is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Responsibilities

- Under the guidance of the class teacher, contribute to and support pupils' learning by:
 - assisting with lesson plans and delivery of lessons;
 - taking a group or individual for a specific activity;
 - supporting an individual pupil's literacy and numeracy ;
 - marking pupils' work if requested;
 - monitoring pupil participation and progress, and provide feedback to the class teacher as required;
 - supervising practical activities;
 - encouraging good pupil behaviour;
- Assist and supervise pupils as follows:
 - during playtime on a rota basis;
 - accompanying School trips with the class teacher;
 - assisting pupils who feel unwell or who have accidents;
 - helping pupils to organise their time and tasks;
- Ensure all relevant apparatus, equipment, books and costumes are well-maintained and stored in good order;
- Assist with classroom display work;
- Attend Open/Induction mornings, and parent meetings as required;
- Work collaboratively with colleagues to encourage an atmosphere of positive team-work;
- Liaise sensitively and effectively with parents as necessary;

- Take responsibility for personal learning, including School Policies, and ICT tools for personal and pupils' benefit;
- Take particular attention to all aspects of Health & Safety requirements and ensure these are adhered to at all times;
- To undertake additional reasonable duties as requested by the manager or another appropriately senior colleague.

This is not an exhaustive list, and will vary as the School's requirements change. Flexibility regarding working hours may be expected from time to time, in consultation with the employee.

Person Specification

Qualifications

1	A good standard of maths and English
2	NVQ Level 3/NNEB qualification or equivalent (NVQ Level 2 will be considered)
3	First Aid trained is advantageous

Background & Experience

4	Previous experience of working with individual pupils
5	Existing knowledge Safeguarding responsibilities
6	Knowledge of the Primary Curriculum
7	Experience of specific learning difficulties

Personal Qualities

8	Excellent interpersonal/communication skills (pupils, parents and staff)
9	Excellent listening skills and the ability to empathise with pupils
10	Good time management

Skills & Competencies

11	Ability to plan, organise and prioritise effectively
12	Proven ability to use initiative and be proactive
13	Effective classroom behaviour management and patience
14	Ability to work positively as part of a team

The Appointment

The School seeks to appoint a Teaching Assistant to join our professional team in the Junior School. The successful candidate will have a broad range of skills, including experience of supporting children's learning and personal development for children aged 4 to 7. Flexibility, initiative, excellent interpersonal skills and up-to-date curriculum knowledge are essential.

Remuneration package

The successful candidate will be offered an attractive salary package dependent on experience. Please see the full list of [benefits](#) on our website.

Application procedure

A completed Application Form is to be submitted by 9am on Friday 02 March 2018 to the Human Resources Department:

Phone Number: 0161 488 3330

Email: humanresources@chschoo.co.uk

Postal Address: Cheadle Hulme School, Claremont Road, Cheadle Hulme, Cheshire, SK8 6EF

Interviews will take place on Monday 12 and Tuesday 13 March 2018. Unfortunately if you have not heard from the School in response to your application by Friday 09 March 2018, you will not have been short-listed for interview.

Cheadle Hulme School is committed to safeguarding and promoting the welfare of children. All appointments will be checked by the DBS.

Cheadle Hulme School is an equal opportunities employer.

Registered Charity Number 1077017 for the education of children.