Finton House School

**JOB DESCRIPTION AND PERSON SPECIFICATION**

**Teaching Assistant**

Finton House School is a non-selective independent co-educational preparatory school for up to 320 children aged 4 - 11 years. The Lower School is the children from Reception to Year 2 (age 4-6), the Upper School is the children from Year 3 to Year 6 (age 7-11). At Finton House: everyone feels safe, happy and valued; boys and girls of all abilities, including the most able and those with special educational needs, are nurtured and challenged to make excellent personal and academic progress; the education is broad, embracing technology as well as using the outdoors, allowing children to discover their own strengths and passions; children learn how to lead a healthy life in order to flourish in a rapidly changing world.

Central to the philosophy of the school is our belief in the need to teach the children as individuals. Finton House has a strong policy of inclusion and there are a number of children with specific special needs e.g. Autistic Spectrum Disorder, Visual Impairment, Hearing Impairment, Speech and Language Disorder, Dyslexia or Dyspraxia, as well as other disabilities/learning difficulties. An assistant will predominately work alongside class teachers usually in one year group supporting both individual and groups of children. However, he or she may work with other groups throughout the school.

**The successful candidates will be expected to have the following**

* Fully literate in the English language
* Have good IT skills
* Enthusiastic and willing
* Organised and attention to detail
* Patient and caring
* Able to use initiative
* Good interpersonal skills
* Good team player
* Does that little more than is expected of them
* Good time-keeping and attendance
* An awareness of child protection and safeguarding

**CENTRAL DUTIES TO THE ROLE OF ASSISTANT**

You will be responsible for supporting the implementation of the curriculum under the guidance of the class teacher and carrying out any tasks the teacher may require such as setting up/clearing away materials and equipment, photocopying, display work, etc.

Take into account the child’s/children’s needs and help them to learn as effectively as possible in lessons, small groups and on a one-to-one basis, for example;

* clarifying and explaining instructions
* ensuring the children are able to use equipment and materials provided
* providing equipment and materials where necessary
* motivating and encouraging the children
* assisting children in weak areas, e.g. language, behaviour, reading, spelling, handwriting/presentation, etc.
* helping children to concentrate on and finish set work
* meeting physical needs as required, whilst encouraging independence
* liaising with class teacher to devise complementary learning activities
* developing methods of promoting/re-enforcing children's self-esteem
* encouraging acceptance and integration of all children within the class and school.

You may be required to assist in the teaching of games or dance lessons and to assist other classes when they go swimming.

To work with class teacher, and/or other appropriate professionals, and to help to develop a suitable program for the child/children in the class, to prepare resources and to produce displays of children’s work.

To attend relevant weekly planning sessions and to assist the class teacher in keeping daily records up-to-date and other admin activities.

To provide regular feed-back to the class teacher about the children in their class.

Assisting the class teacher in changing children’s books and hearing them read each week.

**SUPPORTING THE SCHOOL**

To carry out, alongside all members of staff, daily non-curricular duties: supervision in the cloakroom in the morning, during break times in the playground and during lunch and you may be responsible for another area, e.g. lost property, staffroom committee or first aid boxes.

On days when a colleague is absent you may be required to cover part of their duties or to assist child/children in another class.

To assist class teachers with the organisation of class and whole school events and the management of children during these events, e.g. trips, fixtures, plays, concerts, sports day and to accompany a class outing or residential trip.

To assist other members of staff or to run your own clubs and other extra-curricular activities.

To assist in the setting up and tidying up of classes and the school at the beginning and end of term.

To look after children who are upset or have had accidents.

Responsibility for the safeguarding and child protection of all children.

Any other events or tasks as reasonably requested by the Head.