

LADY BARN HOUSE SCHOOL

JOB DESCRIPTION

JOB TITLE	Teaching Assistant
ACCOUNTABLE TO	Headteacher and School Directors
REPORTING TO	Head of Department
CONTRACT	Permanent, full-time (between 30 and 37.5 hours a week in term time; subject to a probationary period of six months.
REMUNERATION	The annual salary is £18,220 (pro rata'd for part-time)
PENSION	Post-holder is enrolled into the TPT Pension Scheme but has the option to opt out should they wish to do so.

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Under the direction of the form teacher to provide;

SUPPORT FOR THE PUPILS by:

- Providing pastoral support to pupils within the school environment.
- Providing structured support in accordance with specific work programmes designed and supervised by individual teachers.
- Using specialist knowledge / experience to provide appropriate support to pupils in relation to their individual needs, e.g. behaviour management strategies.
- Accompanying teaching staff and pupils on visits, trips and out of school activities as required.
- Contributing to raising standards by ensuring high expectations are set for pupils.
- Having involvement in the development and implementation of Individual Education / Behaviour Plans, as required.

SUPPORT FOR THE TEACHER by:

- Supervising pupils for a particular curriculum activity under the supervision and guidance of the form teacher and specialist teachers.
- Undertaking some marking of planned work.
- Supporting the teacher to develop appropriate learning plans to ensure progress

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is made.

- Providing general admin support for classroom activities e.g. preparing materials for agreed activities, tidying away, keeping resources organised, putting up displays
- Providing brief periods of supervision during unplanned teacher absence under the direction of a teacher/designated member of staff.

SUPPORT FOR THE CURRICULUM by:

- Contributing to curriculum planning, evaluation and implementation.
- Preparing and using of appropriate teaching materials.
- Preparing and using specialist teaching equipment and resources to support pupils.
- In conjunction with teachers, recording pupils' progress and providing feedback to colleagues and parents.

SUPPORT FOR THE SCHOOL by:

- Contributing to the overall ethos/work/aims of the school.
- Contributing to development of school, departmental and year group activities and procedures, as required.
- Complying with school policies and procedures, including those relating to safeguarding, health & safety, security, SEND, use of IT and data protection, reporting all concerns to an appropriate person.
- Aiming to provide equal access to opportunities to learn and develop.
- Liaising effectively with teachers, medical, admin and site staff, as well as other professionals, as required.
- Attending relevant meetings and events, including parents' evenings, open mornings, and other occasions, as required.
- Participating in training and other development opportunities, as well as regular professional review.
- Willing to take part in education visits (day and residential).
- Assisting with the supervision of pupils out of lesson times at various times of the school day, including before and after school, according to contracted hours.
- Recognising own strengths and areas of expertise and use these to the benefit of the school.

You may also be required to undertake such other comparable duties as reasonably required by the Headteacher from time to time.

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DETAILS OF THE POST

We are seeking to appoint a Teaching Assistant to start in September 2018.

The post involves being the full-time classroom support (likely to be working with one of our Year 1 or Year 2 form teachers). Each class at Lady Barn has up to 22 children, with a roughly equal split of boys and girls.

Please note that, at some point in the future, it may be necessary or desirable for the teaching assistant to support a class in another part of the school.

The successful applicant must have an excellent rapport with young children, be committed to the highest standards of educational provision and be in sympathy with the aims and ethos of Lady Barn House School.

The school is a particularly supportive, friendly and vibrant place in which to work. Our children work hard, try their best, are well behaved and full of spirit, and so are very rewarding to work with. Partnership with parents is strong and very positive. Specialist teaching is offered in Music, Science, Art, Games, Modern Foreign Languages and Computing.

CONDITIONS OF SERVICE

There is some flexibility of hours - 30 and 37.5 hours a week, the hours being from 8.30am until 4pm Monday to Friday. The salary is split by equal monthly instalments throughout the year.

Lady Barn House School has its own salary scale. All colleagues are entitled to a free school lunch in the dining room in exchange for various duties. All colleagues receive a generous discount on the fees for any of their children who attend the school, subject to availability of spaces.

PROCEDURE FOR APPLICATION

Applications should be made using the application form enclosed in the pack available and forwarded with a letter of application to the Headmaster, Lady Barn House School, Schools Hill, Cheadle, SK8 1JE or via email to secretary@ladybarnhouse.org by Monday 19 March 2018, after which references will be taken for those candidates considered for the shortlist.

Interviews are scheduled for Friday 23 March. The appointment will be conditional subject to all satisfactory pre-appointment checks being completed.

It is hoped that the successful candidate will begin work on 1st September 2018.

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Person Specification – Teaching Assistant

	Essential	Desirable	Assessed
Qualifications			
Good numeracy and literacy skills.	✓		A,I
NVQ 2/3 or equivalent in relevant area.		✓	A,I
First Aid Training.		✓	A,I
Any other relevant experience.		✓	A,I
Experience			
Recent experience working in a primary or infant setting.		✓	A,I,R
Experience of independent school education.		✓	A,I,R
Some understanding and awareness of SEND.		✓	A,I,R
Special Knowledge			
EYFS and/or KS1 curriculum.		✓	A,I,R
Supporting outdoor or sports provision.		✓	A,I,R
Particular Skills and Aptitudes			
Team player.	✓		A,I,R
Good interpersonal, organisational and communication skills.	✓		A,I,R
Able to deal sensitively with children and parents.	✓		A,I,R
In sympathy with the ethos of the school.	✓		A,I,R
Able to work under direction but use initiative as the situation demands.	✓		A,I,R
Proactive, positive, 'can do' attitude.	✓		A,I,R
Good ICT skills.		✓	A,I,R
Other Requirements			
Satisfactory Enhanced DBS check, if appointed.	✓		A,I,R
Suitable to work with children.	✓		A,I,R
Willing to receive further training/development.	✓		A,I,R
Flexible with working hours should the need arise for extra work on an 'ad hoc' basis.		✓	A,I,R
Willing to take part in residential visits.		✓	A,I,R

A = Application, I = Interview, E = Experience, T = Task, R= Reference