



## Job Description and Specification

### Full Time Teaching Assistant (Permanent position) RGS Springfield

<b>Responsible to:</b>	The Headmistress (overall responsibility) SENCo for SEN Interventions
<b>Location:</b>	RGS Springfield plus RGS Worcester/RGS The Grange when required
<b>Member of:</b>	Support Staff Team
<b>Interviews:</b>	Friday, 29 March 2019
<b>Closing Date:</b>	Friday, 22 March 2019

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#### General Purpose

This is an ideal opportunity for a dedicated Teaching Assistant to develop their career in a supportive, friendly and fun atmosphere at our lovely setting in Britannia Square.

*The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

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#### Job Description:

This job description will be reviewed as part of the performance review system, and any changes may be mutually agreed between the jobholder and Headmistress during the interim.

#### Key Tasks and Responsibilities

##### Principal Purpose:

- To support the Head in the delivery of the curriculum, supporting children as necessary in small groups, 1:1 or in class settings with direction from the teacher.
- To assist in the provision of a high standard of care for children placed in RGS Springfield in a way that meets their physical, social, emotional, intellectual and developmental needs.
- To assist with the implementation of the daily routines within the schools.
- To adhere, with guidance, to the Policies and Procedures of the schools.
- To give support to all other staff within the school as necessary, for example with displays and preparation of resources.
- To support children in After School Care with homework and activities under the supervision of the After School Care Manager.

**As a member of the Teaching Staff:**

- Meet the emotional, social and academic needs of the children in the setting and encourage them to develop good social and interpersonal skills as they learn to interact with their peers
- To assist teachers by supporting all children to access the curriculum at an appropriate level to their ability, and in all tasks that support teaching
- To 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.
- To be responsible for keeping and updating records as agreed with the teacher, contributing to the review of systems/records as requested.
- To assist in displaying pupils' work as requested by the teacher
- To assist in the provision of an attractive and stimulating range of equipment, activities and displays, indoors and out, relevant to the ages and needs of the children, which encourage independence, self motivation and eagerness to learn.
- To be familiar with any Statutory Guidance, Ofsted and ISI Guidelines and recommendations of good practice and to assist in their implementation.
- To share in the responsibility for safeguarding and promoting the welfare of all children in the RGS Springfield.
- To liaise with parents and encourage their involvement in the aims of Springfield and in all aspects of their children's care.
- To liaise sensitively and effectively with parents/carers and participate in feedback sessions/meetings with parents or visiting professionals as directed.

**Supporting the Unique Child:**

- To assist in the provision of a high-quality environment to meet the needs of individual children from differing cultures and religious backgrounds, and stages of development.
- To report any signs of illness, neglect or apparently non-accidental injury.

**As a member of Springfield Staff:**

- To assist in the daily management of the setting, including ensuring that the school is kept safe, secure and clean at all times.
- Be prepared to help where needed in the preparation of snacks, cleaning the equipment and dealing with the day to day events such as toileting should the need arise.
- To respect the confidentiality of information received.
- To be aware of the high profile of RGS Springfield and to uphold its standards at all times.
- Attend staff meetings and INSET sessions as required by the Head of Springfield
- Attend school events such as Open Days, Sport Days and other dates as published in the school calendar.
- Perform any other tasks or duties which the Headmistress may reasonably assign.
- To be prepared to undertake additional training deemed suitable for the fulfillment of the role.

**Other Tasks:**

- Be familiar with RGS Springfield's Safeguarding policy and comply with its requirements to safeguard and protect the welfare of children.
- To be aware of and comply with policies and procedures relating health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

- To act in a professional manner at all times, supporting the school's ethos and values.
- To be flexible with regard to jobs and tasks assigned to reflect the needs of the school, staff and pupils.
- An interest in delivering clubs or after school activities or games/sporting clubs would be advantageous.

### Hours of Work:

Hours are 37 ½ hours per week, plus ½ hour unpaid lunch break. Normal hours of work will be 8.30am-5.00pm on a Monday, Wednesday and Friday, 8.30am-3.30pm on a Tuesday and 8.30am-4.00pm on Thursdays during term time plus training days and Open Days. Hours to be flexible to cover After School Care.

### Interviews:

Interviews will be held on Friday 29 March, all applications to be received by the closing date of Friday 22 March at 12.00 noon.

### Application Procedure:

A completed TES application form with the names, addresses, telephone numbers and e-mail addresses of two referees (including current employer) should be provided. All candidates invited for interview will be required to prove their identity and their entitlement to work in the UK, and the person appointed will be subject to an enhanced DBS check, Prohibition Check, Right to Work in the UK and other checks specified by the Department for Education and Independent School's Inspectorate.

## JOB DESCRIPTION

Competencies	Essential (Yes/No)	Desirable (Yes/No)
Common sense and initiative	Y	
Good communication skills	Y	
Ability to deal with information sensitively and confidentially	Y	
Good record keeping	Y	
Sense of humour	Y	
Knowledge and Experience	Essential (Yes/No)	Desirable (Yes/No)
Previous experience of working with young children	Y	
Experience of working in an Independent School		Y
Experience of working as a Teaching Assistant	Y	
Experience of providing SEN Interventions		Y
(Full details are given in the job description)		
Education	Essential (Yes/No)	Desirable (Yes/No)
TA Qualification Level 2 or above		Y
GCSE in Maths and English Grade C or above	Y	

The post holder should be aware that the above job description and specification is not exhaustive. The post holder should be willing to partake in all activities that positively contribute to the life of the school. Any changes to the above description will be done in a timely manner and in consultation with the post holder.