

**WYCLIFFE COLLEGE**  
**JOB DESCRIPTION**



JOB TITLE:	KS2 Teaching Assistant		
DEPARTMENT:	Prep	SCHOOL:	Prep School
REPORTS TO:	Class Teacher, Deputy Head Academic		
PRINCIPAL PURPOSE:			
To support the Class Teachers in the delivery of KS2 curriculum.			
To work with small groups of children to provide support or extension, under the direction of the Class Teachers.			
To be highly aware and sensitive to the needs and pastoral care of the pupils in our charge.			
KEY TASKS:			
Academic			
<ul style="list-style-type: none"><li>To meet the emotional, social and academic needs of the children in Reception and encourage them to develop good social and interpersonal skills as they learn to interact with their peers.</li><li>To assist the class teacher by supporting all children to access the curriculum and make progress at a level appropriate to their ability.</li><li>To assist in displaying pupils’ work and organising resources as requested by the teacher.</li><li>To attend parents’ afternoons/evenings as required.</li><li>To liaise closely with the SEND department and attend regular meetings with them as necessary.</li></ul>			
Administrative			
<ul style="list-style-type: none"><li>To assist with the general organisation and preparation of resources on a daily basis.</li><li>To carry out duties at break times/lunch times/end of day.</li><li>To cover the class in the absence of the Teacher as requested by the Deputy Head Academic.</li><li>To assist in other areas of the Prep School as required (also where in-class support may be required).</li><li>To attend staff meetings and INSET sessions as required by the Head WPS.</li><li>To assist with any whole school or department activities as required by the Head WPS.</li></ul>			
As a Member of a Department			
<ul style="list-style-type: none"><li>Attend departmental meetings for those subjects to which a contribution is made as a teaching assistant, and any other meetings as reasonably directed by the Deputy Head.</li><li>Contribute to the process of monitoring, evaluation and review of the curriculum area/department in line with agreed school procedures and implement modification and improvement where required.</li><li>Assist the Class Teachers in the setting, marking and grading of any examinations or assessment procedures.</li><li>Be responsible for the condition of the teaching space used and report any damage to fixtures or fittings to the Class Teachers. Assist the Class Teachers in identifying resource needs and to contribute to the efficient/effective use of physical resources.</li></ul>			

**As a Member of the Wycliffe Community**

- Play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage its staff and pupils to follow this example.
- Take part in marketing and liaison activities such as open days and evenings, and events with partner schools. This may mean occasional Saturday mornings.
- Take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.
- Carry out a share of duties in accordance with the published rosters.
- Promote actively the school's corporate policies.
- Continue personal development as agreed.
- Comply with the school's Health & Safety policy and undertake risk assessments as appropriate.
- Engage actively in the appraisal process.
- Take part in the school's staff development programme by participating in arrangements for further training and professional development, including subject knowledge and teaching methods.

**OTHER TASKS:**

- Understand and comply with the College's Safeguarding Policy and comply with its requirements to safeguard and protect the welfare of children.
- Understand and comply with the College's Health and Safety Policy Statement.
- Understand and comply with the College's GDPR and Data Protection Policy.
- Work with administrative staff to provide information requested by them for the efficient management of Wycliffe's financial and other administrative purposes to support the effective pursuit of Wycliffe's educational and pastoral goals.
- Undertake any other key tasks which the Head of College and/or the Chair of the Council of Trustees may reasonably assign.

<b>JOB TITLE:</b>	<b>KS2 Teaching Assistant</b>
<b>DEPARTMENT:</b>	<b>Prep</b>

The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. It is expected that the successful applicant will have and can demonstrate:

	<b>REQUIREMENT:</b> <b>E</b> - Essential <b>D</b> - Desirable	<b>MEASURED BY:</b> <b>A</b> - Application Form/References <b>B</b> - Lesson Observation <b>C</b> - Interview
<b>KNOWLEDGE AND EXPERIENCE:</b>		
<ul style="list-style-type: none"> <li>Experience working with Years 3 to 6 aged children in a supportive environment</li> </ul>	E	A,B,C
<ul style="list-style-type: none"> <li>Familiarity with the KS2 Curriculum</li> </ul>	E	A,B,C
<ul style="list-style-type: none"> <li>Familiarity with the KS1 and KS3 Curriculum</li> </ul>	D	A,B,C
<b>SKILLS (THE ABILITY TO):</b>		
<ul style="list-style-type: none"> <li>Motivate children of all abilities</li> </ul>	E	A,B,C
<ul style="list-style-type: none"> <li>Be patient and encouraging</li> </ul>	E	A,B,C
<ul style="list-style-type: none"> <li>Work well as part of a team and be flexible, keeping the interests of the pupils at the centre.</li> </ul>	E	A,C
<ul style="list-style-type: none"> <li>Demonstrate initiative</li> </ul>	E	A,B,C
<ul style="list-style-type: none"> <li>Able to work independently</li> </ul>	E	A,C
<ul style="list-style-type: none"> <li>Able to confidently work with a small group of children</li> </ul>	E	A,B,C
<b>EDUCATIONAL QUALIFICATIONS</b>		
<ul style="list-style-type: none"> <li>GCSE (or equivalent) pass in English and Mathematics</li> </ul>	E	A,C
<ul style="list-style-type: none"> <li>A levels and/or relevant Degree</li> </ul>	D	A,C
<ul style="list-style-type: none"> <li>NVQ Level 3 or equivalent in Childcare/Teaching Assistant</li> </ul>	E	A,C