



# St. Michael's CE Primary School

Teaching Assistant  
Job Specification







St. Michael's CE Primary is a lovely school and one of which we are very proud. We have fantastic pupils who are keen to learn and a staff who are talented and committed. The ethos of the school is centred on excellent relationships between pupils and staff and is about learning and achievement for all, working together for the good of all.

It is a stimulating place to work and because of this achieves excellent academic results, accolades for our work and outstanding Ofsted reports. We have a clear and targeted focus on learning and developing a love of learning. This applies to adults as well as children and we pride ourselves on our professional development portfolio and our commitment to staff development.

We are now looking to appoint an inspirational Teaching Assistant who would fit in to our team and enjoy joining an Outstanding school.

If you would like to arrange a visit to have an informal conversation with us please contact us for more information on [info@stmichaels.wandsworth.sch.uk](mailto:info@stmichaels.wandsworth.sch.uk) or look on our website: [www.stmichaels.wandsworth.sch.uk](http://www.stmichaels.wandsworth.sch.uk)





# WELCOME TO ST. MICHAEL'S CE SCHOOL



## TEACHING ASSISTANT POST INFORMATION

### ADMIN DETAILS

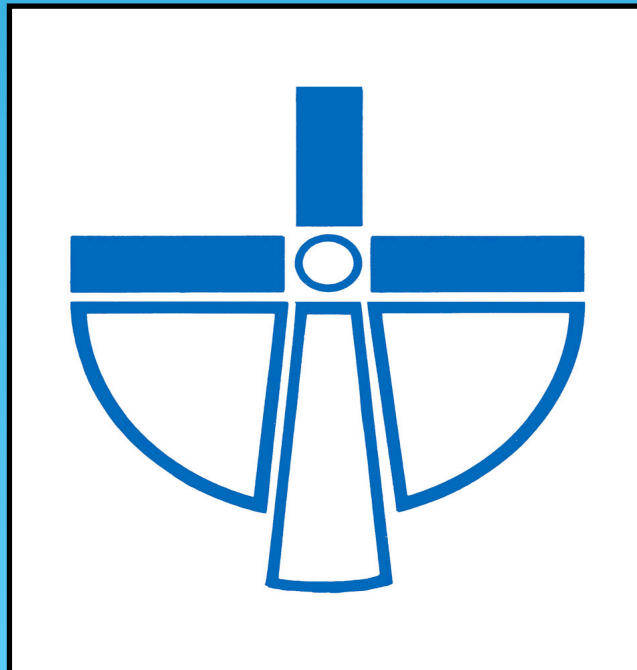
Closing Date for applications:  
**THURSDAY 27<sup>TH</sup> JUNE: 12:00 NOON**

Interviews of short-listed candidates:  
**TBC week commencing 1<sup>ST</sup> JULY**

**Required for: September start**

**Hours: Either 08:30 - 13:00 or 08:30 - 15:30 - TBC with candidate**

**Visits most welcome: Contact on 020 8874 7786**





# WELCOME TO ST. MICHAEL'S CE SCHOOL



## TEACHING ASSISTANT (TERM TIME ONLY)

**CLOSING DATE 27<sup>TH</sup> JUNE 2019**

- Are you looking for a position working with children in a school environment?
- Would you like the opportunity to be part of a dynamic and very successful team and develop your skills?
- Do you have the necessary patience and commitment to work alongside supporting children within the classroom environment?
- Are you considering a career in teaching and would like a years experience beforehand?

If so read on...

The Governors are seeking to appoint some energetic, positive and patient person who would enjoy the challenge of working as a Teaching Assistant within our high achieving school.

You will need to be a calm, understanding person who really likes being in the company of children. Some experience would be an advantage. You will be responsible for providing support to children on a 1:1 /group basis within a class setting.



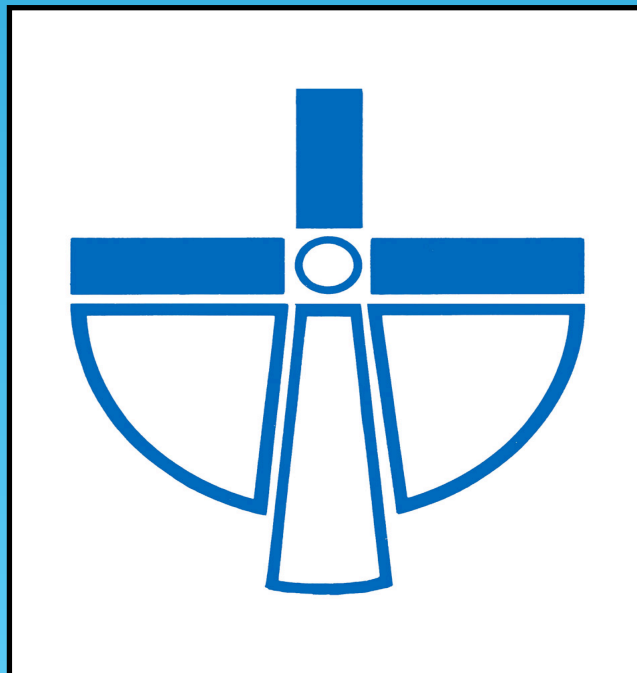
### We can offer you:

- Wonderful children who appreciate everything we do
- Brilliant colleagues who are dedicated and supportive
- Outstanding leaders and governors - as recognised by Ofsted - who will provide constant support and development opportunities

Completed application forms should be returned to the school either by email.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

This post is subject to a satisfactory Disclosure Barring Service Check (DBS) check and health check.



# SELECTION CRITERIA

Please attach a statement addressing each of the following criteria in order. Please use \* points under each heading

Criteria	Essential (E) or Desirable (D)	Method of Assessment Application (A) Reference ( R ) Interview (I)
<b>Education:</b> Educated to at least GCSE level or equivalent in Maths and English	E	A / I /R
<b>Experience:</b> Experience of working with children in an educational environment.	D	A/I/R
Experience of working with children who have special educational needs	D	A/I/R
<b>Knowledge, Skills and Abilities:</b> Shows a clear understanding of what will be involved in addressing the key tasks in the job profile	E	A/I
Ability to work as part of a team as well as independently	E	A/I/R
Ability to use Information and Communications Technology	E	A/I/R
Shows a clear understanding of the role of support staff in underpinning teaching and learning in a school situation	E	A/I
Ability to be flexible	E	A/I
<b>Personal Qualities:</b> Sympathetic to the Christian ethos of our Church of England School	E	A/I
Committed to maintaining high standards	E	A/I
Creative ideas and the ability to prepare and mount display work	E	I
Ability to work in partnership with pupils, parents, staff and governors	E	A/I/R
A strong sense of loyalty and main confidentiality at all times	E	A/I/R





# TEACHING ASSISTANT



**JOB TITLE: TEACHING ASSISTANT**

**RESPONSIBLE TO: HEADTEACHER - MRS. ANN-MARIE GRANT**

## General Job Description

### Purpose of the Job

Responsible, under the direction or instruction of the teacher or line manager, to work with individual pupils or to work with small groups to supervise physical and general care of pupils, including those with SEN. Also to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.

### **SUPPORT FOR PUPILS**

Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters including medical procedures following appropriate training

Supervise and support pupils ensuring their safety and access to learning

Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs

Promote the inclusion and acceptance of all pupils

Encourage pupils to interact with others and engage in activities led by the teacher

Encourage pupils to act independently as appropriate

### **SUPPORT FOR THE TEACHER**

Prepare the classroom as directed for lessons and clear afterwards and assist with the display of pupils work

Be aware of pupil problems, progress and achievements and report to the teacher as agreed

Undertake pupil record keeping as requested

Support the teacher in managing pupil behaviour, reporting difficulties as appropriate

Gather and report information from and to parents or carers as directed

Provide basic clerical and administrative support e.g. photocopying, typing, filing etc.

### **SUPPORT FOR THE CURRICULUM**

Support pupils to understand instructions

Supporting pupils in undertaking literacy and numeracy tasks as directed by the teacher

Supporting pupils in using basic ICT as directed

## General Job Description continued

Prepare and maintain equipment and resources as directed by the teacher and assist pupils in their use

### **SUPPORT FOR THE SCHOOL**

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop

Contribute to the overall ethos, work and aims of the school

Appreciate and support the role of other professionals

Attend relevant meetings as required

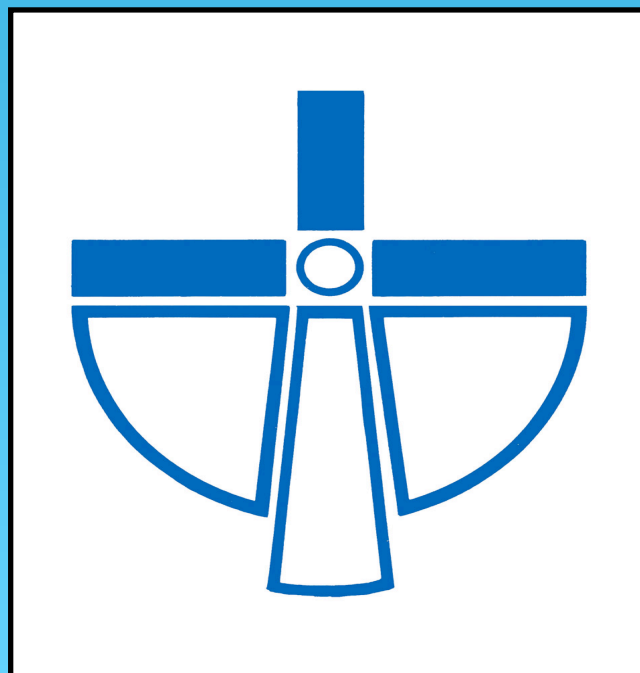
Participate in training and other learning activities and performance development as required

Assist with the supervision of pupils out of lesson times, including before and after school as applicable

Accompany teaching staff and pupils on visits, trips and out of school activities as required.

### **Main Responsibilities**

This job description describes in general terms the normal duties, which the post holder will be expected to undertake. However, the job description or the duties therein may vary or be amended from time to time without changing the level of responsibility associated with this post or the grade.







# SHORTLISTING AND INTERVIEWS

We ask applicants to note the following points before applying:

The closing date and time for all applications is:  
**27<sup>TH</sup> JUNE 2019 (12:00 NOON).**

- All applications will be processed and a short-list drawn up.
- **Short-listed Candidates:** Contact will be made with short-listed candidates by the end of 27<sup>TH</sup> JUNE and times arranged for interview for the week beginning 27<sup>TH</sup> July

To ease the short-listing process we ask applicants to note the following:

- Applicants **must complete** the Southwark Diocesan Boards of Education application form;
- When writing the supporting statement please ensure that you have covered all the points in the Selection Criteria **in order**. Please give personal examples to support the points, which make clear your role and responsibilities.
- References: Provide **email addresses** and all **telephone contact numbers** for all referees

Visits are welcome and actively encouraged as you will be able to gain an overview of the school and the school community. Please phone 020 8874 7786 to arrange a mutually convenient time.

We look forward to hearing from you.

If you think you can fulfil this job description and would like the opportunity to develop professionally and enjoy teaching children, then St. Michael's is the school for you!

Find out about us on our school website  
[www.stmichaels.wandsworth.sch.uk](http://www.stmichaels.wandsworth.sch.uk)