

# Norwich School

## Teaching Assistant (Level 3) – Lower School

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### Job Description

**Job Title:** Teaching Assistant (Level 3) – Lower School (R-Yr6)  
**Reports to:** Head of Lower School

#### Overview

This post represents the opportunity for the successful candidate to be part of a thriving leading independent co-educational day school. The ideal candidate will have a background in working with primary aged children and have a passion for educating children. The post is permanent, term time only, 20 hours per week, Monday to Friday typically 8-12pm with some flexibility and offers excellent working conditions.

#### Responsibilities

- To assist teachers in subject lessons particularly practical lessons such as Art/DT/ICT
- Help promote an excellent learning environment for pupils
- Working with individuals or group to achieve directed learning objectives
- Help to maintain the classroom as a tidy and welcoming environment
- Prepare resources for lessons
- Be a positive role model
- To undertake a range of staff duties e.g. Playground supervision
- Undertake general admin tasks such as photocopying
- Creating and updating classroom displays
- Supervise lessons when covering for absent colleagues
- Attend school events
- Accompany children on day trips
- Having due regard for safeguarding and promoting the welfare of pupils and young people, and following the safeguarding procedures adopted by the school
- Supervision of pupil activities and behaviour, ensuring their safety and wellbeing, providing emotional support where necessary
- Dealing with any unacceptable or challenging behaviour under the direction of guidelines in operation at the school

#### Other:

- Participate in training and other learning activities as required, and in the Probation and Professional Development Review process.
- Undertaking other similar duties and activities that fall within the band and role; and any other duties as may be reasonably required by the Head of the Lower School.

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### Person Specification

	Essential	Desirable
<b>Experience and Qualifications</b>		
NVQ Level 3 in Early Years or equivalent	✓	
Paediatric First Aid (training offered)		✓
Current experience of working in an Early Years environment	✓	
<b>Skills and Competencies</b>		
Strong commitment to Safeguarding	✓	
Command respect from pupils, parents and colleagues	✓	
Excellent inter-personal and Communication skills	✓	
Passion for working with primary aged Children	✓	
Proven organisational and planning skills	✓	
Confident with IT		✓
<b>Personal Qualities</b>		
Passion for learning	✓	
Commitment to succeed	✓	
Enthusiastic	✓	
Friendly welcoming personality	✓	
Organised	✓	
Stamina and resilience	✓	
Cheerful	✓	
Enjoy working as part of a team	✓	
In tune with the ethos and aims of Norwich School	✓	

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### Salary and Benefits

#### **Salary and Working Pattern:**

The salary for this post is £7,809 per annum. The Teaching Assistant (Level 3) – Lower School is expected to work term time only, 20 hours per week, typically Monday to Friday 08:00 – 12:00. Flexibility in working hours and pattern is required to meet the changing needs of the school.

#### **Pension**

Subject to meeting the qualifying conditions, support staff are eligible for the Aegon pension scheme. The school will contribute 8% if the staff contributes a minimum of 4% of their salary into the scheme. Please note that this is a defined-contribution pension scheme.

#### **Healthcare**

Staff may benefit from a heavily subsidised private healthcare plan run by PPP. To join, a part time member of staff has to contribute an amount per annum, determined by their contracted hours. The spouse and dependent children may also join the scheme at the prevailing corporate rate.

The school also offers a free flu jab to those staff who wish to take this up and this is administered on site during the school day by a nurse.

#### **Lunch**

Staff may enjoy a complimentary lunch in the school's Refectory during term-time.

#### **Salary Sacrifice Schemes**

Norwich School offers the Cycle to Work scheme and the Childcare Voucher scheme.

NOTE: Please note that Norwich School is located in the centre of Norwich with very limited parking. The successful candidate may apply for a parking space but success will be dependent on availability and on meeting the school's criteria for awarding parking spaces. However, the school is well served by public transport systems. Bus stops are located just outside the Cathedral gates and there are frequent services for the various Park 'n' Ride car parks as well as for other parts of the city and county. The Norwich mainline train station is only 5-10 minutes' walk from the school.