

Job Description for Junior Teaching Assistant

Role Specification

Post: Junior Teaching Assistant (Friday's only)

Line Manager: Form Teacher who reports to Assistant Head Pastoral, Juniors

Start date: September 2022

Outline of Department

Many of our pupils start their journey at BGS in our Infant and Junior School. Our strong academic focus is carefully and thoughtfully balanced with a caring and restorative pastoral approach. The Infant and Junior teaching teams work together, actively overseen by the Head of Infants and Juniors supported by two Deputy Heads. The BGS values of kindness, integrity and rigour underpin all that we do.

Housed in two adjacent buildings, with age-appropriate, dedicated outdoor play spaces, the Infants feels like a school within a school. With two forms per year group, our Infant children thrive in the close-knit, friendly environment. Our EYFS team are proud ambassadors of the Bristol Standard and help to lay a solid foundation for each child's learning journey through the school. Our Infant curriculum is supported by subject specialist teaching, ensuring stretch and challenge from a young age. The Infant children's learning experience extends way beyond the classroom, with extra-curricular clubs, educational trips and weekly Forest School visits. Our youngest pupils benefit from the fantastic facilities the school has to offer, understanding that they are part of a bigger school community. Originally the Headmaster's house, the Junior's building is the vibrant heart of the Junior School. From here, children in Years 3 to 6 enjoy busy, enriching days, following a broad and diverse curriculum. Our Junior curriculum includes traditional subjects, many taught by specialist teachers in Years 5 and 6. The school experience is further enhanced by an abundant choice of extra-curricular opportunities, both during lunchtimes and after school, enabling the children to discover new skills, hobbies and interests. All Junior children (two forms in Years 3 and 4 and three forms in Years 5 and 6) are allocated to one of four Houses, which meet for House Assembly. Children participate in House sporting and performance events and create friendships beyond their form group.

Our class sizes are small. Each class has a Form Tutor (and dedicated Teaching Assistant from Reception to Year 3) to support the children throughout the day. Both the Infants and Juniors benefit from an Assistant Head, with a particular focus on pastoral matters. We also have an experienced Learning Support team, who can offer additional educational support where needed along with ELSAs (Emotional Learning Support Assistants) to help with emotional and social wellbeing.

Pupils from Year 1 onwards have the opportunity to take on leadership roles as they move through the school. This could be as a member of the School Council or as a Charity Representative, ensuring that the pupil voice is always heard. Other pupils support the school in their roles as Infant playleaders for Reception, Digital Leaders, or Year 6 Prefects.

With the children always at the heart of all we do, we are fortunate to have strong links with our active and inclusive parents' association. BGS Friends Infants & Juniors meet regularly and organise social and charity events for pupils, their families, and the wider community – all parents and guardians are welcome to join.

Purpose of Job

Teaching assistants are integral members of the Infant and Junior Staff team and play a full part in the life of the School. The primary duties of a TA are to support the learning of children in the classroom. TAs also play a key role in

the welfare of the children. Infant TAs will be required to work closely with a particular class. Establishing a detailed knowledge of each child as a unique individual and an effective working partnership with the class teacher is the key to success.

Duties and Responsibilities

TAs have a varied day, including some Breakfast Club, after school Stay and Play, break and lunch duties (on a rota basis). They will also be asked to:

- Work with a group of children under supervision and guidance of the teacher
- Work with individual children as required
- Supervise a class of children for a limited period of time
- Assist with assessments conducted by the teacher
- Carry out observations of children's progress
- Record evidence of children's progress using Tapestry (EYFS ONLY)
- Accompany children for lessons beyond the classroom (e.g. Forest School, PE or swimming)
- Help prepare sets and costumes and assist with rehearsals for school productions
- Tidy and replenish resources in classrooms
- Prepare worksheets and other resources (laminating, photocopying etc.)
- Monitor, order and tidy stationery (incl. photocopying paper)
- Upkeep / maintenance of displays of the children's work
- Prepare / put up display material that supports the children's learning in the classroom
- Keep notice boards around the school tidy, attractive and up to date
- Interact positively and professionally with parents, carers and guardians
- Proactively supervise children at all times, including when on lunch/break duty
- Any other task or activity as reasonably requested by management
- Conforming to the School's Code of Conduct
- Adherence to the School's safeguarding procedures

This job description is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment at any time after consultation with the holder of the post. Many of these tasks will be shared between teaching assistants, and good collaboration will be expected. TA's are managed by their Form Teacher.

Candidate Specification

Key

- L Assessed through application form, references, letter of application
I Assessed at interview

There are certain **essential criteria** that we would expect a candidate to possess.

Level 3 EYFS Approved Teaching Assistant Qualification (previously full and relevant), or higher such as PGCE	L	
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The following list outlines the further qualities, skills and experiences that the selection panel will be keen to explore with candidates. It is understood by the panel and – we hope – by prospective candidates, that no single person will fulfil every criterion. We encourage candidates who do not “tick every box”, therefore, to apply nonetheless and to be open during the selection process about those areas in which they would wish to develop their skills and experience further.

5 GCSEs (A*-C) including English & Maths	L	I
2 A Levels or equivalent	L	I
Polite, friendly and outgoing with a good sense of humour		I
Experience of working with primary aged children	L	I
Recent paediatric first aid training or experience	L	I
Ability to support children with Music, Drama, Forest School, Dance and/or physical activities	L	I
A confident person with common sense and initiative		I
Flexible and adaptive work ethic	L	I
Ability to plan and lead relevant learning activities with young children	L	I
Trustworthy and proactive i.e. able to work under minimal supervision with maximum levels of confidentiality	L	
Empathy and patience with young children and parents and guardians		I
Good interpersonal and communication skills	L	I
Strong literacy and numeracy skills	L	I
Self-motivation and drive		I
The ability to work in a team	L	I
A willingness to work at Breakfast Club and after school Stay and Play for additional remuneration	L	I
A willingness to run a club for children once a week until 4.15pm for additional remuneration	L	I
Ability to communicate well with children and in particular be prepared to demonstrate:	L	I

<ul style="list-style-type: none"> • Motivation to work with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Emotional resilience in working with any challenging behaviour • Professional attitudes to use of authority and maintaining discipline • Understanding of safeguarding and promoting the welfare of young people 		
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Hours and Benefits

Working hours	<p>Fridays, term time only (36 weeks)</p> <p>Standard Hours: 8.30am – 5.45pm (this includes Infant after school Stay and Play 3.45-5.45pm)</p> <p>There will be opportunities for supply work.</p>
Salary	The salary will be determined by the Teaching Assistant scale and will be dependent on relevant experience and technical expertise.
Pension	The School will automatically enrol support staff in to a “Defined Contribution” pension scheme provided they meet certain eligibility criteria. Those choosing not to be a member of the Scheme may opt-out in accordance with the rules of the Scheme.
Lunch	School lunch is provided during term time.
Education	At present the School’s policy is to allow all eligible members of staff to educate their children at the school at concessionary rates, subject to their children meeting the academic entry requirements and subject to a place being available.
Car Parking	No car parking is provided during term time

Equal Opportunities

The School is an equal opportunities employer and is committed to equality of opportunity for all staff. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage / civil partnerships.

Application details

To apply please visit our website, [employment opportunities section](#). On the role specific page there is an ‘Apply now’ button which will take you into the online application process.

The closing date for applications is 06 June 2022.

Interviews will be either 13 or 14 June 2022.

Bristol Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. In accordance with our Child Protection Policy we are unable to process applications without a fully completed application form. The post is exempt from the Rehabilitation of Offenders Act 1974. All convictions, cautions and bind-overs, including those regarded as ‘spent’ must be declared when applying. The applicant may post such a declaration in an envelope marked ‘Private & confidential for the Headmaster’ which will only be opened should the candidate be shortlisted. The successful applicant must obtain List 99 clearance and DBS (Disclosure and Barring Service) clearance at enhanced level.