



## **Job Description:**

### **Teaching Assistant**

Teaching Assistants (TAs) work under the direction and supervision of teachers in order to help promote effective learning and teaching. The following list is not intended to be a complete list of all the tasks that a TA could perform; nor is it intended that a single TA would be able to take on all the tasks on the list.

**Line Manager:** Deputy Head (JA)

#### **Main Areas of Responsibility**

Contributing to the quality of care and welfare of pupils by:

- Building good relations in contacts with pupils
- Encouraging good standards of pupil behaviour
- Supervising non-teaching areas: corridors, cloakrooms, dining rooms and playgrounds (as detailed on duty rotas)
- Supervising classes during 'wet' playtimes
- Escorting pupils within and outside the premises e.g. between classrooms, on educational visits, swimming lessons, sports events etc
- Providing comfort and care for minor accidents, upsets or ailments such as cuts and bruises (reporting to Nurse if considered serious)
- Helping children who need support with putting on coats, shoes etc. whilst encouraging independence

Contributing to the effective organisation and use of resources by:

- Organising and maintaining the stock of materials and distributing resources. Maintaining and cataloguing collections of resources: libraries, collections of computer software and mathematics equipment
- Preparing classroom material by duplicating, setting out and clearing away equipment, making booklets
- Making displays: mounting examples of children's work, pictures, interest tables under the supervision of teaching staff

Under the direction and supervision of the Form/Class Teacher, supporting the needs of pupils effectively accessing the curriculum by:

- Building a positive relationship with pupil and supporting the classroom/school ethos
- Developing good teamwork with the Form/Class Teacher and other staff who are supporting pupils
- Preparing the classroom for aspects of the day's work e.g. setting up the art area, selecting measurement containers for mathematics, setting up computer for word processing, setting up science apparatus for an investigation or experiment
- Ensuring pupils are paying attention, concentrating and staying on task
- Providing appropriate praise and encouragement to pupils during tasks
- Supporting children working together to encourage teamwork and co-operation
- Providing support to pupils in their classroom learning e.g. use of IT and general class activities

- Helping with tasks where there are physical difficulties, whilst encouraging independence and safety
- Helping pupils to follow instructions e.g. when moving to group activities and to find resources needed
- Providing help for pupils in organising their work e.g. following classroom routines and placing work in folders or marking trays
- Providing relevant information to teacher's records and reports on pupil's progress
- Providing support/supervision to pupils in the dining hall

Under the direction and supervision of the Form/Class Teacher, supporting the quality of learning and teaching in the classroom by:

- Supporting children's play activities e.g. by listening and talking with children, joining in play games which practice skills, encouraging sharing, turn taking and co-operation
- Encouraging children's oral language development through play, books, stories and personal interaction
- Supporting literacy development by, for example, reading or telling stories and rhymes, guiding them to information books, labelling children's drawings and models and providing an audience for their reading activities
- Supporting numeracy development by counting and matching games and rhymes, practising number bonds and 'tables', building with shapes and developing appropriate language and supporting practical measurement activities
- Supporting practical activities in the classroom, planned as part of the teacher's programme; e.g. baking etc
- Supervising and supporting pupils while they undertake work set by the teacher
- Supporting record keeping by completing checklists of tasks with individual pupils where appropriate

It is also expected that Teaching Assistants support a small number of open events and information evenings each academic year for which they will be remunerated, and that they will undertake such other responsibilities as the Headmaster or Deputy Headmaster of the Junior School may from time to time require.

**Benefits:**

This vacancy is for a part-time, one year contract from 1 September 2019. During school terms the hours of work will 27.25 worked as follows;

Monday	08.30 - 14.30
Tuesday	08.30 - 14.15
Wednesday	12.00 – 16.30
Thursday	08.30 - 14.00
Friday	08.30 - 14.00

TAs are also required to attend INSET days as set out in the school calendar.

The school is a strong supporter of Continuing Professional Development (CPD) and support staff wishing to undertake appropriate professional training can apply for financial support towards any associated costs.

A two course lunch is provided to all staff during term time.

The school will auto-enrol eligible support staff into the NEST pension scheme and also offers an alternative pension scheme with Scottish Widows whereby if the employee contributes 6.5% of salary the school will contribute 8.5%. We also have a non-contributory death-in-service policy.

We are an approved operator of the 'salary sacrifice' Cycle to Work Scheme. Additional benefits include free use of the school's Sports facilities which include a well-equipped Fitness Centre.

The school is always looking for innovative ways to improve the working conditions and remuneration of its employees and welcomes suggestions from all staff.

**How to apply:**

PGS is committed to safeguarding children and the successful applicant will be subject to an Enhanced Disclosure DBS check.

Further information is available on the website at [www.pgs.org.uk](http://www.pgs.org.uk) under the 'About Us' section and any queries regarding the vacancy should be emailed to [HR@pgs.org.uk](mailto:HR@pgs.org.uk)

An electronic application would be preferable, submitted to Mrs Ali Stutter, the Head's PA. [a.stutter@pgs.org.uk](mailto:a.stutter@pgs.org.uk)

All applicants should complete a support staff application form, with a full curriculum vitae and a covering letter addressed to Mr Peter Hopkinson, Headmaster, The Portsmouth Grammar School Junior School, High Street, Portsmouth, Hampshire PO1 2LN. Please include email addresses whenever available. All applications should be accompanied by the names, addresses, email and telephone numbers of two referees.

The closing date for receipt of applications is noon, 2 July 2019 and early applications are encouraged. Interviews are scheduled to take place w/c 8 July 2019.