



Job Description for role of

# Teaching Assistant KS2 and KS3 (Prep School)

*Bold & Loyal*  
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# Role description – Teaching Assistant

Reporting to: Deputy Head (Academic)

## **Purpose:**

To work alongside our teaching staff in KS2 and 3 to support students with their learning, emotional and behavioural needs. Teaching Assistants work with whole classes, small groups or individuals to access the curriculum and make progress.

## **Main Responsibilities:**

The particular duties of the Teaching Assistant will be determined by the Deputy Head (Academic) and will be arranged to meet the needs of the school and/or pupil(s) being supported. This may include working with pupils with SEN needs or with any pupil who needs further support in the classroom or intervention groups.

Activities may be undertaken within the classroom or in an alternative location;

1. To supervise and support pupils undertaking teacher designated activities in a group or on an individual basis and to assist their learning and development by:
  - a. Clarifying and explaining instructions;
  - b. Reinforcing relevant aspects of the planned teaching programme, particularly literacy and numeracy;
  - c. Being sensitive to the requirements of pupils with special needs and encouraging their participation and independence;
  - d. Assisting pupils with the appropriate use of materials and resources, including ICT equipment; and
  - e. Always being positive and encouraging about learning.
2. Know and understand the profiles of the children in the class/group/individual being supported;
3. To assist the class teacher with the monitoring of pupils' progress and the identification and preparation of appropriate materials and resources for teaching or display purposes.
4. To contribute to effective team practice by attending and participating, as appropriate, in staff meetings and in-service training.
5. To carry out duties as directed such as play and lunch times.
6. Join day trips and escort pupils to safely supervise visits externally and to the Senior School campus.

# Person Specification

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 the following:

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	NVQ Level 3 or a good level of general education normally evidenced by a minimum of 5 GCSEs or equivalent (including Maths and English) at Grade C.	Teaching Assistant or Level 4 HLTA.  First Aid Qualification.
<b>Experience</b>	Experience of working directly with children in a school setting.  Experience of delivering 1:1 intervention	Experience of working closely with external agencies.  Experience of working with students with medical or physical needs.
<b>Knowledge, skills and abilities</b>	High levels of empathy with the ability to adapt and tailor approaches to learning needs.  Ability to work calmly and patiently.  Good observation and organisational skills.  Good written and verbal communication skills with an ability to work on a range of sensitive issues.  Good knowledge of MS Office applications.  Flexibility and creativity.	Working knowledge of the SEN Code of Practice.  Understanding monitoring and tracking student progress.  Knowledge of child development and developmental delays.

# Terms of Appointment

This is a permanent position offered on a term-time support staff contract.

Hours of work will be 8am to 4.30pm Monday, Tuesday, Thursday and Fridays and 8am to 3.30pm on Wednesdays, during published school term times.

**Salary £20,674 per annum (this is calculated at 92% FTE £24,531)**

Other benefits available include:

- Contributory pension
- cycle to work scheme
- Salary exchange electric vehicle scheme
- reduction in school fees (40% for Nursery Class to Year 5, 60% for Year 6 to Year 13 – pro-rata for part-time staff)
- free meals during school term-time
- free use of gym, sports facilities, and swimming pool at certain times
- training and development opportunities
- free on-site parking where available

## How to apply

Online via Eteach, TES or please contact [HR@wycliffe.co.uk](mailto:HR@wycliffe.co.uk)

## Safer Recruitment Statement

All members of staff are subject to an enhanced Disclosure & Barring Service in accordance with our child protection requirements.

In accordance with our vetting policy, the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and all convictions or cautions must be declared.

