

Teaching Assistant: Year 4

PERSON SPECIFICATION

1.	a)	TITLE OF POST	Teaching Assistant Year 4
	b)	SALARY SCALE	Rose Hill School Teaching Assistant pay scale
	c)	ALLOWANCE	n/a
2.	PURPOSE OF THE JOB General description of job: The Teaching Assistant has responsibility for the safety, welfare and supervision of the children in Year 4 under the direction of the Head of Lower School and the Deputy Head.		
3.	<u>APPLICABLE CONTRACT AND DUTIES</u> Paid Hours per week during term-time: 8.00am – 5.15pm Monday - Friday Plus attendance is required at Staff Inset Training Days and at occasional out of hours events (usually up to 4 days per annum).		
4.	RELATIONSHIPS The post-holder is responsible to the Head.		
5.	SPECIFIC RESPONSIBILITIES PRINCIPAL TASKS: Main Tasks: <ul style="list-style-type: none"> • To work with pupils, understanding how to motivate and encourage them to achieve and develop. • To understand the individual needs of children. • To work within an agreed structure with groups/sets of children and to take responsibility for their learning. • To work within an agreed structure together with staff to develop lessons ensuring differentiation and an effective learning environment. • Assist with the teaching of extension and reinforcement activities within classes as directed. • Determine need for, select and prepare the use of resources necessary to support learning activities, taking into account pupil's interests, language and cultural backgrounds. • To read with individual children and groups and complete reading records as directed. • To plan for and deliver targeted small group sessions outside of lessons. • To support children with their organisation around school and between lessons. • To record the progress of children through formal and informal assessment. • Provide feedback to pupils in relation to progress and achievement. • To feedback the achievements of pupils to colleagues through the agreed monitoring systems. • To report on pupil achievements and set targets as necessary. • To work with the SENCO and other teachers to develop and implement SEN support and personalised learning. 		

	<ul style="list-style-type: none"> Promote the inclusion and acceptance of all pupils within the classroom. Encourage pupils to interact and work co-operatively with others and engage in all activities. To work in partnership with staff to create an engaging learning environment, including the creation of displays. To work in partnership with staff to establish and maintain constructive relationships with parents/carers. If required contribute to academic evenings. To supervise pupils around the School under the direction of the Head of Lower School and Deputy Head. To maintain and reinforce the levels of discipline set by Head of Lower School and Head of Pastoral Care. To accompany teachers and classes on educational visits when required. To understand and follow all school policies and procedures. Be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person. To promote equal opportunities at all times. Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop. Establish constructive relationships and communicate with other agencies/professionals, in liaison with staff, to support achievement and progress of pupils. Contribute to the identification and running of appropriate extra curriculum learning activities. Follow timetables and duty rotas as required. To sit with the children at lunch. Attend and participate in a range of regular meetings as required. e.g. staff meetings, Department meetings etc. Attending Open mornings as required. Attend Inset Days and be available to help organise teaching areas. Attend relevant courses in order to enhance professional development. Contribute to overall ethos/work/aims of the school. All staff are responsible for the safeguarding of children in line with the School's Safeguarding (Child Protection) Policy.
	<p>ADDITIONAL TASKS:</p> <ul style="list-style-type: none"> Run co-curricular clubs
	<p>OTHER: Duties – include play and lunch time plus other times as advised School events – attendance at and support for regular events throughout the year such as Summer Fair, Carol Service, Speech Day</p>
6.	<p>PERSONAL SPECIFICATION FOR THIS POSITION</p> <p>Essential competencies:</p> <ul style="list-style-type: none"> Level 3 Teaching Assistant Qualification Experience in a primary education setting (employed or voluntary) Ability to work in a very busy educational environment Can do attitude, team player Sense of humour! Ability to behave professionally and confidentially with regards to School matters <p>Desirable competencies:</p> <ul style="list-style-type: none"> Foundation degree in Education and or Level 3 or 4 Teaching Assistant Qualification Have attended relevant courses First Aid trained Understanding of the independent education sector

In addition to the ability to perform the duties of the post, the interview for short-listed candidates will explore issues relating to safeguarding and promoting the welfare of children.

Rose Hill is committed to safeguarding and promoting the welfare of children. Successful applicants will be required to have an enhanced DBS check.

Closing date for applications – Wednesday midday 25 September 2019
Interviews will be held on Tuesday 1 October 2019

Start date for post – Monday 4 November 2019