

Teaching Assistant

Job Description



At a glance



Term time only
08:15-16:00
Mon-Fri



Reports to:
Head of Learning Support

About the role

Under the direction of the Head of Learning Support, the Teaching Assistant is to be comfortable supporting a student on a 1-2-1 basis, within a classroom environment to facilitate their access to a broad and balanced learning experience. Proven flexibility, adaptability, empathy and a track record of focusing on children as individuals will be key to any successful appointment.

General duties

- Support and assist with the educational, physical, cultural, emotional and social needs of the students.
- Work closely with the Head of Learning Support to provide an outstanding level of care;
- Support the smooth daily operation of the classroom;
- Ensure the students they are supporting on an individual basis are set up to access the best possible educational experience, with direction from the classroom teacher.

Learning and Development

- To assist individual students in developing knowledge, skills and attitudes as defined by the school curriculum.
- Clarify and explain instructions to students, ensuring they are supported and clear about expectations;
- Ensure students have and can use the equipment provided in a safe way;
- Motivate and encourage students to concentrate on and fulfil the tasks set.
- Actively engage and support the learning and development of students both indoors and outdoors;
- To assist with the monitoring and assessing of relevant students and recording each students' achievements in line with the Schools policies to inform next steps and planning requirements;
- Ensure specific additional needs are planned and catered for appropriately, liaising with the Head of Learning Support and SENDCO where appropriate;
- To assist in the preparation for educational visits and, where appropriate, accompany/supervise students undertaking off site activities.
- Model and reinforce excellent learning, language, behaviour, numeracy, literacy and presentation skills;
- Provide displays to value student achievements and support their continued learning and development.
- To support the use of technology in the school - work with and support students to ensure they are able to use technology to enhance their learning.

Looking after the welfare of the students

- To develop methods of promoting/reinforcing the student’s self esteem and to promote independence through the development of self-help skills.
- To develop an understanding of and provide for students’ specific personal needs to ensure a safe learning environment.
- Establish supportive relationships with the students concerned and encourage acceptance and inclusion of all students.
- Help maintain formal records of first aid treatments, subject to suitable training and instruction being provided;
- Always follow the schools policies and procedures on behaviour management strategies;
- Understand the need for confidentiality linked to home/student/teacher/school/work and to keep confidences appropriately;
- Update SENDCO and other staff such as as the Designated Safeguarding lead, where appropriate, about pastoral matters.
- To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Schools’ Equal Opportunities Policy and Code of Conduct, national legislation (including Keeping Children Safe in Education, Health and Safety, GDPR).

Communication

- Encourage and foster close relationships with students and their parents, offering help and guidance where appropriate;
- Provide feedback about student achievement, progress and well-being to the SENDCO in the first instance and parents, where appropriate;
- Ensure all methods of communication including e-mails, messages, student developmental journals are kept up-to-date.
- Maintain confidentiality of information concerning the School, its dealings or affairs including any information concerning safeguarding, financial or other business critical matters whilst employed by the School.

Working with Others

- Provide an exemplary, professional role model for other practitioners;
- Promote a culture of inclusion and teamwork, liaising with all part-time staff to ensure they are aware of room requirements.

Child Protection and Safeguarding.

- Safeguarding and promoting the welfare of children is everyone’s responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-related. This means that they should consider, at all times, what is in the best interests of the child.
- You must comply with Malvern St James Safeguarding Policy and Procedures and the requirement to report any concerns relating to the safety or welfare of children.

Training and development of self and others

- Attend Staff Training days and relevant staff meetings as required;
- Take a wide interest in all subject areas and be prepared to further extend knowledge by attending relevant training;
- Actively participate in regular performance management cycles, completing all paperwork to support and identify areas of development and training needs.

Other Duties

- Attend Parents’ Consultation evenings, Open Days and other School events, as requested;
- Carry out break and lunch duties;
- Undertake other duties which may be required, to meet the needs of the service.

Person Specification

Essential Criteria

- Appropriate Level 3 or above Teaching Assistant training and qualifications;
- Sound skills in Mathematics and English;
- The ability to work as a member of a collaborative team;
- Good interpersonal skills;
- Excellent organisational skills;
- Recent experience of working with and teaching students, and creating and planning stimulating learning environments;
- Be an excellent practitioner who is committed to high standards;
- Enthusiastic and enjoys working with young people;
- Good expertise in teaching literacy and numeracy skills;
- Evidence of excellent class and behavioural management skills;
- A positive attitude to improvement and change.

Desirable Criteria

- Ability to contribute towards the effective planning, monitoring, evaluation and record keeping of students;
- Previous teaching experience of groups or whole classes, within a school environment.

Benefits for Staff

Malvern St James prides itself on its warm, friendly and welcoming environment where all staff are encouraged to play a part in a successful and supportive community.

A selection of the benefits for the staff of Malvern St James can be seen below. Please note, some benefits such as pension enrolment activate after completing three months' employment with the School:



**COMPETITIVE
PACKAGE**



**FREE LUNCH
PROVIDED
DURING TERM
TIME**



**FREE GYM
MEMBERSHIP**



**PENSION
SCHEME**



**CHRISTMAS
SHUTDOWN**



**PROFESSIONAL
DEVELOPMENT**



**DISCOUNT ON
SCHOOL FEES**



**FREE
PARKING**



**TREAT
THURSDAYS!**

The application process at **MSJ**

Malvern St James is committed to Safeguarding and promoting the welfare of all children. All applicants must be willing to undergo child protection screening as appropriate to the post, including checks with past employers, online checks and the Disclosure and Barring Service at Enhanced level.

Please note that the closing date is **open**.

We reserve the right to appoint as soon as we find the right candidate.

1

Complete your application form, which must include all dates of previous employment and give reasons for any gaps in employment. A CV will not be accepted instead of a completed application form.

2

You should also include a covering letter with your application, which should not repeat the contents of the personal statement section within the application form.

3

Submit your completed application form and covering letter to the HR Department via email to recruitment@malvernstjames.co.uk or by post to Malvern St James, 15 Avenue Road, Great Malvern, WR14 3BA

General requirements

This job description is not necessarily a comprehensive definition of the post and is designed to be enabling rather than restrictive.

It will be reviewed at least once every year and may be subject to modification or amendment at any time after consultation with the post holder.

References

References of shortlisted candidates will normally be taken up before interview, one of which should be from your most recent employer.

Two satisfactory references are required before the appointment is confirmed.

The appointment of the successful candidate will also be subject to satisfactory Enhanced DBS checking.