

Teaching Assistant Information for Applicants

Information about working at St Faith's can be found on the [school website](#)

We seek to appoint a Teaching Assistant to work with individuals or small groups of children, mainly in Years 5 to 8. A key part of the role will involve supporting Computing lessons, to help children develop their programming and digital literacy skills. The postholder will also be required to support in other lessons and provide teachers with basic administrative support. Previous knowledge of computing science, such as Scratch and Python programming, is desirable, although not essential as the successful candidate will receive training in the St Faith's curriculum. Candidates are required to have strong numeracy and logical thinking skills as well as a willingness to learn.

The Computing Department

The Department aims to equip pupils with an understanding of the fundamental principles of computer science, balanced with competence in digital literacy, in order to prepare them for a technology-focused future. We aim to make children creators rather than just consumers of IT by teaching them how devices work instead of just what they can do. The Computing Department teaches its own bespoke curriculum, which exceeds the expectations of the National Curriculum. Pupils have a one hour lesson of Computing each week, taught in computer suites equipped with Windows desktop PCs. The department has access to cutting edge equipment and a wide range of software.

Job Description

Responsible to: Deputy Head Academic

Responsible for: Providing support for teachers and children in specific classes, mainly in Years 5 to 8

All teachers and teaching assistants are responsible to and work as directed by the Headmaster through the Deputy Head Academic and Heads of Departments. They are expected to help pupils to meet high standards of behaviour, appearance and punctuality, and have a purposeful attitude to their work. At all times, they are expected to uphold the good name of St Faith's and maintain confidentiality.

Key tasks:

- Work with individuals or small groups on teacher directed activities and provide feedback to the teacher
- Undertake to carry out supervision, cover for absent staff and break time duties as required

- Support the teacher in helping to create and effectively display pupils' work conducive to a positive learning environment
- Provide basic administrative support
- Participate in all relevant meetings; whole school, departmental or other

Other responsibilities:

- Promote excellence in all respects
- Support the teacher in ensuring rigour and challenge in all lessons
- Support the use of reward and sanction procedures to ensure good discipline.
- Share and support the pastoral well-being of the pupil body, maintaining confidentiality at all times.
- Safeguard the general health and safety of pupils
- Foster children's personal, social, emotional and cognitive development
- Participate in appraisal arrangements
- Participate in arrangements for further training and professional development

Hours

The role is for 25 hours per week. The post holder is required to work each day from 0830. Finish times will vary (the school day ends at 1540).

Start Date

Friday 3rd September 2021

Person Specification

Qualifications and Experience	Desirable	Essential
Experience of working in a junior or prep school	✓	
Experience of working with children		✓
Maths GCSE grade B or above		✓
Working knowledge of Scratch and/or Python	✓	
Learning and Teaching		
Understanding of how children learn effectively	✓	
Ability to support teaching rigorously and engagingly		✓
Care and concern for children's well-being		✓
Personal Attributes		
Strong academic competency		✓
Willingness to learn and openness to new ideas		✓
Ability to give clear explanations to the children		✓
Commitment to supporting the values of the School		✓
Ability to work effectively with colleagues, parents and pupils		✓
Communicates effectively, with self-awareness and social perception		✓
Patience and sensitivity when supporting children		✓

Flexibility and willingness to adapt to the needs of the School		✓
Demonstrates good judgement		✓
Demonstrates the ability to be proactive in anticipating and solving problems	✓	
Demonstrates commitment, reliability and integrity		✓
Demonstrates a desire to develop professionally		✓
Ability to remain calm, resilient and reflective under pressure		✓
Other Skills		
Good IT skills for communication and information purposes		✓
Further interests and skills to contribute to the wider life of the school	✓	

If you have queries please email Laura Davies, Deputy Head Academic on ldavies@stfaiths.co.uk.