

Teaching Assistant for Years 3 and 4

Information for Applicants

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

Year 3 & 4 (The Junior Faculty)

There are 4 classes of up to 18 pupils in each year group. Each class is of mixed ability and comprises an almost equal number of boys and girls. The Class Tutors teach the following subjects to their classes: English, Maths, Science, Humanities and PSHCE. Art and Design, Engineering, Music, Drama, Spanish, PE and Games are usually taught by subject specialist teachers in specialist facilities. Each Year 3 and 4 teacher has support from a Teaching Assistant for approximately two hours per day. There is also a Head of Junior Faculty who oversees the coordination of Years 3 and 4.

Application process

Applications forms along with a covering letter should be sent to hr@stfaiths.co.uk by 9am on Friday 22nd January 2021. Interviews will be held by video call during the week beginning 1st February.

Job Description

Responsible to: Head of the Junior Faculty (Years 3 and 4)

Responsible for: Provide support for teachers and children in specific classes in Years 3 and 4

All teachers and teaching assistants are responsible to and work as directed by the Headmaster through the Director of Studies 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
- 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 18 hours per week, supporting mainly English and Maths lessons. This would be spread over four mornings each week, and one whole day (ideally Mon, Wed, Thu and Fri 0830 – 1215, Tuesday 0830 – 1540).

Start Date

Ideally, we would like to person appointed to begin work on Monday 22nd February but if necessary, we can accommodate a later starting date.

Person Specification

Qualifications and Experience	Desirable	Essential
Experience of working in a junior or prep school	✓	
Experience of working with children		✓
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		✓
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		✓
Openness and responsiveness to new ideas		✓
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 Jo Walker, the Head of the Junior Faculty, on jwalker@stfaiths.co.uk