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**Job Description**

**Job Title:**Junior School Teaching Assistant

**Reports to:** Class Teacher andPhase Leader as appropriate

**Responsible for:** No posts

**Working Time: 08.15am – 3.30pm**

**Purpose of Job:**To support the pupils and teachers in all aspects of learning and teaching.

**Main Duties and responsibilities:**

* To support the work of individual children in all curriculum areas as directed by the class teachers.
* To maintain records of individual children’s progress and to report such progress to the class

teachers.

* To maintain complete confidentiality on all matters pertaining to school policy, staff or pupils.
* To help class teachers maintain, organise and store classroom resources tidily, and to share

responsibility with all colleagues to maintain a safe, orderly and tidy school.

* To support the teaching of reading and phonics as directed and monitored by the class teachers.
* To assist the class teachers in the pastoral care of the children, to treat minor illnesses and

injuries, and to liaise with the Medical Centre staff in all other cases of illness.

* To perform supervisory duties during lunch and break times in accordance with prepared rotas.
* To share responsibility with all colleagues for the maintenance of good discipline in accordance

with school policies, custom and practice.

* To assist with the displays of children’s work as directed by the class teachers.
* To assist the class teachers in the production of costumes and props for drama productions.
* To attend staff meetings when required by the Headmaster.
* To support the activities of the 1853 Society (Parents’ Association) as appropriate.

**General responsibilities**

* Ensure the safety and well-being of children and young people at the School by adhering to and complying with the School’s Safeguarding (including Child Protection) Policy and Procedures at all times.
* Display correct staff identification at all times whilst on site.
* Attend training and staff INSET sessions organised by the School to provide a consistent approach across the entire school staff population.
* Attend Royal Russell Day and Open Day as required.
* Adhere at all times to Health and Safety legislation, and all departmental policies and procedures, to ensure their own safety and that of colleagues, pupils and visitors.
* Carry out any other reasonable duties as requested by the Headmaster or members of the Senior Management Team.

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The job holder’s actual responsibilities, tasks, and duties might differ from those outlined in the job description, and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job.

**Person Specification – Junior School Teaching Assistant**

The person specification focuses on the range of criteria required to undertake the role effectively.  Candidates will be assessed from their Application Form and personal statement (A), interview (I) and by an exercise (E), Task (T) or Lesson Observation (L) as appropriate.

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| **Criteria** | **Essential** | **Desirable** | **Measured**  **by /evidence** |
| **Education and Qualifications** | * GCSE in Maths and English at Level 4 or above, or equivalent * A suitable qualification to work with children aged 3 - 7, equivalent to at least NVQ Level 3 * A commitment to continuing professional development | * Educated to A Level or equivalent * Degree educated | A |
| **Knowledge and skills** | * Ability to prioritise own workload and work flexibly, and at times under pressure, meeting deadlines * Computer literate, with good familiarity with Microsoft office applications * Ability to work with accuracy, with good attention to detail * Excellent organisational skills * Ability to work collaboratively in a team * Good analytical and problem-solving skills |  | A / I / L |
| **Experience** | * Experience of working in a School environment * Ability to build positive relationships with all pupils | * Previous experience within the independent sector | A / I / L |
| **Personal competencies and qualities** | * Enthusiastic and positive about learning and teaching * Ability to communicate succinctly and effectively both orally and in writing, using appropriate language * Friendly and approachable with a can-do mind-set * Tact, sensitivity and the ability to handle confidential material with discretion as well as an ability to remain calm and professional in all situations * High degree of personal motivation, initiative, energy, creativity and drive * Ability to build good relationships with parents and colleagues, including working well within a team and an ability to take direction * Self-motivated and versatile, showing an ability to work on own initiative, plan, prioritise, coordinate and lead, taking ownership of a task and seeing it through to completion * An empathy for the Christian ethos of the school. * Possess a sense of humour! |  | A / I / L |
| **Other requirements** | * Commitment to promote and safeguard the welfare of children, young persons and vulnerable adults * Flexible approach to working hours * Empathy with the ethos and aims of Royal Russell School |  | A / I / L |

**March 2019**