# WPS logoJob description

WPS Teaching Assistant

**RESPONSIBLE TO: Headmaster/Deputy Heads via the Class Teachers**

**RECEIVES INSTRUCTIONS FROM: Head/Deputy Heads/Teachers**

**PURPOSE OF JOB: To assist in the support of all children’s learning in the area(s) of deployment (e.g. across a year group, etc.)**

**Essential skills, abilities and experience:**

* Excellent people skills
* Good ICT skills
* Ability to work well in a team
* Ability to stay calm under pressure
* Ability to multi-task and prioritise
* Good organisational skills
* Proficiency in the use of information communication technology
* Ability to work flexibly to ensure that the team and individual priorities are met
* Excellent administrative skills
* Problem solving abilities
* Experience of developing effective professional relationships with children
* Understanding of the learning processes and professional expectations in a high functioning primary/prep environment

**Standard daily duties:**

* To work with individuals or groups of children, as directed by the class teacher and/or the Learning Success teachers, and to support learning across the whole curriculum (this may include the supervision of a class for periods of time).
* To establish supportive, caring and secure relationships with the child/children, promoting respect, self-esteem and a positive, inclusive whole school ethos;
* To develop your own knowledge and understanding of specific academic, physical and emotional/behavioural/social needs of individuals and groups of children and respond to them effectively;
* To assist the class teacher/Learning Success teachers with the monitoring, planning, development and delivery of suitable programmes of work for children, including those with specific learning needs;
* To support class teachers in designing, creating and producing learning activities, materials and resources to support aspects of the curriculum or particular learning outcomes, and to assist and support the children in using them;
* To help, support and motivate the children, clarifying instructions, encouraging independent learning and behaviour and enabling learning targets and outcomes to be achieved;
* To contribute to monitoring and recording pupils’ progress, maintaining records and providing relevant feedback to teachers;
* To provide welfare support to the children, including administering First Aid (after training) and attending to personal hygiene and identified medical needs as required;
* To assist with general school duties which may include setting up classrooms, preparing resources and displays, tidying and clearing away, supervision of children during playtimes and supervision of children entering and leaving school premises;
* To be proactive in matters relating to the health, welfare and safety of children and colleagues;
* To communicate professionally with parents verbally and in writing as required;
* To use ICT for professional communication, preparing resources, delivering learning support and accessing and updating the school management system (i.e. iSAMS).

**Standard wider responsibilities:**

* To support the aims, values and polices of the school, and participate in a team approach to all aspects of school life.
* To attend and contribute to regular team meetings and in service training, and through the appraisal process identify areas of personal practice and experience to develop.
* To take appropriate responsibility for safeguarding and children’s welfare, and to be aware of confidential issues linked to home/child/teacher/school & keep confidences appropriately.
* To carry out other duties commensurate with those required in an independent school.

**Occasional Expectations:**

There are some occasional commitments which TAs are expected to fulfil that may fall outside an employee’s working week. These commitments include some of the following (but this list is not exhaustive):

* Parents’ Evenings
* Curriculum Evenings
* School Fair
* Sports Day
* Nativities and Drama performances
* School day trips and visits
* Speech Day
* Training and professional development (e.g. INSET, twilight meetings)
* Open days

Additional hours worked outside contracted hours to cover attendance and involvement in these activities are paid at the employee’s hourly rate (in some circumstances, where mutually agreed between the employee and the School, it may be possible to claim these hours as time off in lieu).

N.B. Participation in residential trips is voluntary and is recognised with the payment of a nightly allowance, which is reviewed each year.

**Enhanced Responsibilities (commensurate with the Enhanced pay spine):**

At WPS, Teaching Assistants are very valuable members of our teaching team. We also recognise that the tasks and activities which are undertaken by Teaching Assistants have different levels of responsibility. The tasks with enhanced responsibility typically go significantly above and beyond the roles outlined above. These include:

* Ability and willingness to take a class for one or more lessons (following the guidance or direction of a teacher in your team/area of school).
* Ability and willingness to drive a School minibus as reasonably requested/required.
* Ability and willingness to gain at least one relevant and recognised co-curricular qualification and to lead this activity.
* Ability and willingness to take on and lead an additional specific responsibility within the school beyond the areas described above.

[Being a Key-Worker in the Early Years is not an Enhanced Responsibility as this is a standard expectation of an Early Years TA role.]

**CONDITIONS OF SERVICE**

There are two working patterns for full time TAs. These are designed to suit the particular needs of different settings while also ensuring that the working patterns are as similar as possible as ***all TAs are contracted to work across the School and are expected to do so***.

TAs are employed to work Mondays to Fridays during term time (35 weeks/year) and are also entitled to five weeks’ paid holiday per year (to be taken during the school holiday periods).

**Early Years and Years 1 and 2**

TAs working with in the Early Years are expected to start work at 08.00 as this is when the children begin to arrive and need to be supervised in this setting.

Monday to Friday

08.00 to 16.00hrs three days a week

08.00 to 17.15hrs two days a week (club afternoons)

Full time working week = 37.5 hours

**Years 3 to 6**

Monday to Friday

08.15 to 16.25hrs three days a week

08.15 to 17.15hrs two days a week (club afternoons)

Full time working week = 37.5 hours

**Pay**

There are two pay spines for TAs at WPS: standard and enhanced.

Each pay spine has 5 spine points. Progression up the pay spine will usually be at one point per year but this will depend on satisfactory fulfilment of responsibilities in the view of the Prep Leadership Team.

Standard Pay Spine

The Standard Pay Spine has five points (S1 to S5). TAs on the Standard Pay Spine are expected to fulfil the standard daily duties and wider responsibilities, and occasional expectations (as detailed above).

Enhanced Pay Spine

Access to the Enhanced pay spine is available to all TAs and depends on demonstrable commitment to the Enhanced Responsibilities as detailed above.

For TAs taking on two Enhanced Responsibilities, the spine starts at E1 and progresses to E3 (based on satisfactory annual review, as above).  For three Enhanced Responsibilities, the spine starts at E2 and progresses to E4 (based on satisfactory annual review as above).  For four Enhanced Responsibilities, the spine starts at E3 and progresses to E5 (based on satisfactory annual review as above).

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| Standard Pay Spine |
| S1 |
| S2 |
| S3 |
| S4 |
| S5 |

|  |  |  |  |
| --- | --- | --- | --- |
| Enhanced Pay Spine | Two ERs | Three ERs | Four ERs |
| E1 | E1 |  |  |
| E2 | E2 | E2 |  |
| E3 | E3 | E3 | E3 |
| E4 |  | E4 | E4 |
| E5 |  |  | E5 |

All spine point progression is subject to an annual review.

All appointments are subject to DBS checks, satisfactory references and a 3-month probationary period.

There is a school fee remission entitlement of up to 25% (pro rata based on total hours) at the discretion of the Governors. This may be reviewed at any time.