



**ROSE HILL SCHOOL**  
ROYAL TUNBRIDGE WELLS

## **TEACHING ASSISTANT**

### **JOB DESCRIPTION**

#### **School's Mission Statement**

A Rose Hill School child's learning experience is one of aspiration, adventure, and achievement in a nurturing, caring school.

#### **Aims:**

Working with integrity your child will:

- Be inspired to develop confidence to thrive in all areas of our rich curriculum.
- Foster the skills and talents which enable them to organise their learning and plan to achieve success.
- Demonstrate persistence to flourish in the face of challenge.
- Show resilience and learn from difficult situations.
- Get along with others, work collaboratively and accept everyone.

#### **PURPOSE OF THE JOB**

The Teaching Assistant has responsibility for the safety, welfare and supervision of the children in KS1, KS2 and other areas of the school, under the direction of a member of the Management Team.

<b>TITLE OF POST</b>	<b>TEACHING ASSISTANT</b>
<b>Salary</b>	Salary is between £19,172 and £21,122 depending on experience and qualifications
<b>Line Management</b>	A member of the Management Team is the line manager for this role. The post-holder is responsible to the Head.
<b>Key Tasks</b>	The job description does not form part of the contract of employment and may be varied in accordance with the demands of the role.
<b>Main duties and responsibilities</b>	
	<ul style="list-style-type: none"><li>• To work with pupils, understanding how to motivate and encourage them to achieve and develop.</li><li>• To understand the individual needs of children.</li><li>• To work within an agreed structure with groups/sets of children and to take responsibility for their learning.</li><li>• To work within an agreed structure together with staff to develop lessons ensuring differentiation and an effective learning environment.</li><li>• Assist with the teaching of extension and reinforcement activities within classes as directed.</li><li>• Determine need for, select and prepare the use of resources necessary to support learning activities, taking into account pupil's interests, language and cultural backgrounds.</li><li>• To read with individual children and groups and complete reading records as directed.</li><li>• To plan for and deliver targeted small group sessions outside of</li></ul>

	<p>lessons.</p> <ul style="list-style-type: none"> <li>• To support children with their organisation around school and between lessons.</li> <li>• To record the progress of children through formal and informal assessment.</li> <li>• Provide feedback to pupils in relation to progress and achievement.</li> <li>• To feedback the achievements of pupils to colleagues through the agreed monitoring systems.</li> <li>• To report on pupil achievements and set targets as necessary.</li> <li>• To work with the SENCO and other teachers to develop and implement SEN support and personalised learning.</li> <li>• Promote the inclusion and acceptance of all pupils within the classroom. Encourage pupils to interact and work co-operatively with others and engage in all activities.</li> <li>• To work in partnership with staff to create an engaging learning environment, including the creation of displays.</li> <li>• To work in partnership with staff to establish and maintain constructive relationships with parents/carers. If required contribute to academic evenings.</li> <li>• To supervise pupils around the School under the direction of the Head of Lower School and Deputy Head.</li> <li>• To maintain and reinforce the levels of discipline set by Head of Lower School and Head of Pastoral Care.</li> <li>• To accompany teachers and classes on educational visits when required.</li> <li>• To understand and follow all school policies and procedures.</li> <li>• Be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.</li> <li>• To promote equal opportunities at all times.</li> <li>• Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop.</li> <li>• Establish constructive relationships and communicate with other agencies/professionals, in liaison with staff, to support achievement and progress of pupils.</li> <li>• Contribute to the identification and running of appropriate extra curriculum learning activities.</li> <li>• Follow timetables and duty rotas as required.</li> <li>• To sit with the children at lunch.</li> <li>• Attend and participate in a range of regular meetings as required e.g. staff meetings, Department meetings etc.</li> <li>• Attending Open mornings as required.</li> <li>• Attend Inset Days and be available to help organise teaching areas.</li> <li>• Attend relevant courses in order to enhance professional development.</li> <li>• Contribute to overall ethos/work/aims of the school.</li> <li>• All staff are responsible for the safeguarding of children in line with the School's Safeguarding (Child Protection) Policy.</li> </ul>
<b>Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>• The school has a comprehensive policy statement on health &amp; safety.</li> <li>• Ensure the highest standards of work are achieved in an efficient and timely manner.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Run and support co-curricular clubs and After School Care as required</li> </ul>

	<ul style="list-style-type: none"> <li>• Duties – include play and lunch time plus other times as advised</li> <li>• School events – attendance at and support for regular events throughout the year such as Summer Fair, Carol Service, Speech Day</li> <li>• Undertake any other work as reasonably requested by the Head.</li> <li>• All Rose Hill School staff have a part to play in supporting the school's ethos, understanding pupil safeguarding requirements and promoting the best possible image to parents and prospective parents.</li> <li>• Staff are encouraged to submit ideas for whole school development each year.</li> </ul>
<b>PERSONAL SPECIFICATION</b>	<p><b>Essential competencies:</b></p> <ul style="list-style-type: none"> <li>• Level 3 Teaching Assistant Qualification</li> <li>• Experience in a primary education setting (employed or voluntary)</li> <li>• Ability to work in a very busy educational environment</li> <li>• Can do attitude, team player</li> <li>• Sense of humour!</li> <li>• Ability to behave professionally and confidentially with regards to School matters</li> </ul> <p><b>Desirable competencies:</b></p> <ul style="list-style-type: none"> <li>• Foundation degree in Education and or Level 3 or 4 Teaching Assistant Qualification</li> <li>• Have attended relevant courses</li> <li>• First Aid trained</li> <li>• Understanding of the independent education sector</li> </ul>
<b>OUTLINE TERMS AND CONDITIONS</b>	<p>The post is a full time, term time only (34 weeks per year) position. The hours of work are Monday to Friday 8.00am – 5.15pm, plus attendance at Staff Inset Training Days and at occasional out of hours events (usually up to 4 days per annum)</p> <p>The school operates a pension scheme which all non-teaching members of staff are eligible to join, both the school and member of staff contribute.</p> <p>Generous school fee concessions are available to those staff children who are educated at the school, up to the normal Prep School leaving age.</p> <p>A free lunch is provided during term time for all staff whose working hours encompass the time of the school lunch.</p>

### **Safeguarding**

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons, for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School's Safeguarding & Child Protection Policy Statement at all times. If in the course of carrying out their duties, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to one of the School's Designated Safeguarding Leads or to the Head.

Rose Hill School is fully committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Any offer of employment will be subject to the

receipt of satisfactory enhanced DBS (Disclosure and Barring Service) and other checks, references, medical clearance and proof of legal right to work in the UK. This role amounts to regulated activity with children.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

This job description is not intended to be all embracing and the post holder shall be required to carry out other duties as necessary and required, commensurate with training and experience. Rose Hill School reserves the right to amend this Job Description from time to time according to business needs. Any changes will be confirmed in writing.

Closing date for applications – 30 October 2023

Interviews will be held week commencing – 6 November 2023

Start date for post – 3 January 2024