



STONYHURST ST MARY'S HALL

Job Description

Job Title: Primary Phase Teaching Assistant

Reporting to: The Cross campus SENDCo and any other relevant staff as directed by the Headmaster.

Stonyhurst is looking for a temporary teaching assistant to assist with the teaching of pupils within the Primary phase. The Teaching Assistant will undertake a range of duties commensurate with the role, as directed by the SENDCo and/or other relevant staff. Working with other colleagues, you will plan, prepare and set out in an appropriate way, programmes of work, activities, materials, equipment and resources for groups and for individual children. The Teaching Assistant will positively and actively promote the Mission and Identity of Stonyhurst St. Mary's Hall and promote the development of the whole person with the Ignatian tradition.

Key Responsibilities – Classroom

- To take responsibility for the planning, initiating and facilitating of programmes of work and activities for groups of individual children
- To share and, at times, take sole responsibility for children working in areas, inside or outside, where a variety of activities are available, facilitating and enabling them by providing appropriate levels of support and interaction
- Where necessary, and for short periods, provide cover for the class teacher
- To take responsibility for observations and assessments; recording and reporting information to the SENDCo and any other relevant staff.
- To contribute to raising standards by ensuring high expectations are set for pupils
- To share responsibility for the presentation of children's work and for the compilation of interest areas and displays
- To maintain and service resources and equipment used for play and social activities
- To provide general administrative support for classroom activities e.g. preparing materials for agreed activities, tidying away, keeping resources organised
- To take responsibility, as required, for any activity under the authority and direction of the SENDCo, including visits, parents' meetings, maintaining registers and providing appropriate cover for colleagues

Key Responsibilities – Pastoral

- To establish and develop a good relationship with parents and carers, encouraging dialogue, co-operation and partnership, providing a listening ear but at all times mindful of appropriate confidentiality requirements
- To provide a parental model for the child in the absence of the parent or carer and to share with parents and carers information about the child
- To share responsibility for the supervision of primary phase children at Recreation breaks and Lunchtime

- To assist with the supervision of pupils outside lesson times at various times of the school day, including, where contractually appropriate, before and after school
- To supervise during some Tea-time club sessions and be available to cover these sessions if necessary
- To administer first aid, at an appropriate level, and be responsible for reporting details of accidents to the parent or carer and the Health Centre as required

General Responsibilities

- To be mindful at all times of issues relating to Safeguarding and Health and Safety
- To comply with policies and procedures relating to child protection, health & safety, security, confidentiality and data protection, reporting all concerns to an appropriate person
- To keep up-to-date with current childcare legislation and practices
- To attend and participate in meetings as required by the Headmaster
- To contribute, as appropriate, to the wider life of the Stonyhurst St. Mary's Hall community
- To regularly reflect upon and evaluate professional performance
- To discuss professional development with the SENDCo and to participate in relevant training courses

You may also be required to undertake such other comparable duties as reasonably required by the Headmaster.

Person Specification

- Level 3 Teaching Assistant or above - essential;
- GCSE (or equivalent) Maths and English A-C grade;
- Recent experience in a classroom environment;
- SEMH experience or ELSA training (desirable)
- Have flexibility based on the needs of the pupils and School timetable demands.

Stonyhurst is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an Enhanced DBS check.