

# WARWICK INDEPENDENT SCHOOLS FOUNDATION



Warwick  
Preparatory  
School



## JOB DESCRIPTION

<b>Post Title</b>	Teaching Assistant
<b>Rate of Pay</b>	Points 16-19 (£19,287-£21,266 FTE). Actual salary £15,378-£16,955 per annum
<b>Location</b>	Warwick School
<b>Start Date:</b>	37 hours per week for 35.4 weeks per year (Term-time only)
<b>Purpose of this Job Description:</b> The Foundation considers this document as a "snapshot" of the job and the tasks listed are not an exhaustive list. It aims to provide a clear guide at the time of writing to all that is involved about the requirements of the job. It will also be used to communicate expectations about performance and will be used to monitor effective performance.	

<b>Reporting Lines:</b>	Head of Curriculum Support
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**Key accountabilities:** To support the development of a pupil with specific needs as well as contributing to the Curriculum Support Department.

<p><b>Responsibilities:</b></p> <p>Teaching assistants provide access to learning for pupils and support teachers and pupils, both within the classroom as well as in various extra-curricular settings. We require one additional full-time Teaching Assistant. The successful applicant will have responsibilities with regards to particular pupils at certain times of the day as well as more general responsibilities across the whole school. Experience of working with adolescents with ASC and ADD in an educational setting would be highly-desirable.</p> <p>The position will be suited to an experienced Teaching Assistant or a graduate who is considering teaching as a career and who would be willing and able to contribute to extra-curricular activities.</p> <p>As a member of the Curriculum Support department:</p> <ul style="list-style-type: none"><li>• Assisting with the teaching and support of pupils on the Curriculum Support register</li><li>• Maintaining pupil records and carrying out administrative tasks, particularly for those pupils who have an EHCP or have other pastoral needs.</li><li>• Assisting with annual reviews for EHCP</li><li>• Planning learning activities with teachers; developing systems for gathering curriculum materials for modification/adaptations in advance of lessons, assisting with the development of support materials</li><li>• Helping with the assessment of pupils' progress – liaising with pupils' parents</li><li>• Offer small group teaching and running Clubs in the Curriculum Support Department at lunch times</li></ul> <p><b>DUTIES</b></p> <ul style="list-style-type: none"><li>• assist in the educational and social development of pupils under the direction and guidance of the Headmaster, Head of Curriculum Support and class teachers</li><li>• assist in the implementation and monitoring of Provision Planning</li><li>• provide support for specific pupils inside and outside the classroom to enable them to fully access the curriculum and participate in activities through developing independence and self confidence</li></ul>
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- support pupils with emotional or behavioural problems and help develop their social skills
- cover certain supervisory duties during the day as required
- liaise with parents, as appropriate
- Ensure compliance with the School's Child Protection Policy Statement at all times and the Department of Education's "Keeping Children Safe in Education" publication
- Report any actual or potential risks to the safety or welfare of children in the School to the School's Designated Safeguarding Lead.

## **Safeguarding and Protection of Children and Young Persons**

In accordance with the Children's Act 1989, on appointment post holders will be required to commit to their responsibilities with regards to safeguarding. In addition offers of appointment will be subject to an Enhanced criminal record check from the Disclosure and Barring Service (DBS) and other pre-starter checks as required by the regulations governing the appointment of staff within education.

The criminal record checks will highlight cautions, reprimands and final warnings as well as any convictions. The post holder must not have any spent or unspent convictions that would prevent working with children.

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## Health and Safety:

As an employee you are expected to:

1. to take reasonable care of your own health and safety
2. to take reasonable care not to put other people - fellow employees and members of the public - at risk by what you do or don't do in the course of your work
3. to co-operate with your employer, making sure you get proper training and you understand and follow the company's health and safety policies
4. not to interfere with or misuse anything that's been provided for your health, safety or welfare
5. to report any injuries, strains or illnesses you suffer as a result of doing your job
6. to tell your employer if something happens that might affect your ability to work (e.g. becoming pregnant or suffering an injury)
7. if you drive or operate machinery, to tell your employer if you take medication that makes you drowsy

	Person Specification	
	Essential Criteria	Desirable Criteria
<b>Qualification</b>		
<b>Experience/ Knowledge</b>	<p>Experience of working with pupils with specific needs.</p> <p>Educated to at least A Level</p> <p>Good standard of education with Maths and English GCSE to at least Level 4 or equivalent</p> <p>Experience of working 1:1 with children</p> <p>Experience in understanding observations for assessment of children</p> <p>An understanding on inclusion, making the curriculum accessible for all learners including SEN, G&amp;T and EAI</p>	<p>Additional qualifications.</p> <p>Experience of working with ADHD and ASC.</p> <p>Trained to deliver intervention programmes.</p>
<b>Skills/Abilities</b>	<p>Excellent communication skills both written and oral, for report writing, maintaining records and providing feedback to parents/carers and colleagues</p> <p>Ability to work well in a team to achieve successful outcomes for learners</p> <p>Effective use of ICT to support learning</p> <p>Use of IT equipment and technology</p> <p>Ability to relate well to pupils and adults</p>	

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	<p>The ability to adapt to changing circumstances and needs</p> <p>Ability to build a good rapport with pupils, parents, staff and other professionals</p> <p>Patience and resilience</p> <p>Punctual and reliable</p> <p>A positive approach to inclusive practice skilled listener</p>	
<b>Aptitude</b>	<p>A commitment to the provision of inclusive high-quality education</p> <p>Listen with empathy and without pre-judging</p> <p>Keen to develop and learn new skills</p> <p>Resilient</p>	
<b>Safeguarding Children, Young People and Vulnerable Adults</b>	<p>Understands their role in the context of safeguarding children, young people and vulnerable adults.</p> <p>Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</p>	
<b>Equal Opportunities</b>	<p>Understanding of the requirements of Equality and Diversity</p>	

**Declaration**  
 I have received a copy of this job description and undertake to carry out the duties as described.

Employee Signature ..... Date .....

Print name .....