

TEACHING ASSISTANT – Junior School

(Term Time Only)



IN CARITATE NON FICTA
ST JOHN'S COLLEGE

Job Specification

JOB DESCRIPTION

Job Title:	Teaching Assistant
Reporting to:	Head of Junior School
Including liaison with:	ALNCo
Responsible for:	N/A
APPLICANTS WILL BE REQUIRED TO UNDERGO CHILD PROTECTION SCREENING APPROPRIATE TO THE POST INCLUDING CHECKS WITH PAST EMPLOYERS AND THE DISCLOSURE AND BARRING SERVICE.	

1. Role/ Job purpose:

- Under the direction of the Head of Department and ALNCo, to provide extra support for junior pupils in all subjects, in particular, Mathematics, English and Science lessons.
- To work under the class teacher to support the delivery of quality learning and teaching and to help raise standards of achievement for all pupils. Work may be carried out in the classrooms or outside the main teaching area.
- Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to our internal Safeguarding policies and procedures.

2. Role Specific Duties & Responsibilities:

- To develop a knowledge of a range of learning support needs and to develop an understanding of the specific needs of the pupils to be supported;
- To supervise and provide particular support for pupils, ensuring their safety and access to learning activities;
- Taking into account the learning support involved, to aid the pupils to learn as effectively as possible both in group situations and on his/her own by, for example:
 - clarifying and explaining instructions;
 - ensuring the child is able to use equipment and materials provided;
 - assisting in weaker areas, e.g. language, behaviour, social skills, reading, spelling, handwriting/presentation, oral fluency;
 - helping children to concentrate on and finish work set;
 - meeting physical needs as required whilst encouraging independence;
 - assisting with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes;
 - developing appropriate resources to support the children;
 - providing support for individual children inside and outside the classroom to enable them to interact with others and engage in activities led by the teacher.

- To establish a constructive relationship with the pupils and interact with them according to individual needs;
- To set challenging and demanding expectations and promote self-esteem and independence;
- To provide the necessary pastoral care to enable children to feel secure and happy;
- To be prepared to supervise small groups of pupils.
- Assist the class teacher (and other professionals as appropriate), in the development and planning of a suitable programme of support for pupils;
- Monitor pupil's responses to learning activities and accurately record achievement as directed;
- Provide detailed and regular feedback about the children to the teacher;
- Contribute to the maintenance of pupil's progress records;
- Participate in the evaluation of the support programme;
- Promote good behaviour, dealing promptly with conflicts and incidents in line with established policy, and encourage children to take responsibility for their own behaviour;
- Administer routine tests and undertake routine marking of children's work;
- Support class teachers in photocopying and other tasks in order to support teaching
- To accompany teachers on trips and excursions, where appropriate.
- Reading support
- Playground support/duties
- Support co-curricular clubs, during and after school and help the teachers prepare the learning environment and maintain it to a good standard. This may include developing interactive displays that celebrate the pupils' achievements. And clearing up afterwards, particularly in practical subjects such as Art;
- Run digital assessments coordinated by teaching staff;
- Support and provide assistance at events e.g. Junior Eisteddfod, the Junior play;
- Administrative tasks e.g. photocopying, letters, resource orders, displays, end of the day tidy and preparation for the next day, inputting tracking data etc;
- Support the Junior School team by attending after school meetings, INSETs and attend a few pre-preparation days during the holiday period.

This job description reflects the key tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working or to reflect or anticipate changes in the job, the key tasks may be reviewed and modified from time to time by the Headmaster. Such reviews and any consequential changes will be carried out in consultation with the post holder, and will be commensurate with the salary and job title of the post.

3. General Employee Responsibilities and Activities

- To undertake mandatory training or training identified as necessary to update skills or improve performance.
- To ensure that supervision is sought prior to undertaking any work outside of the scope of the role.
- To maintain a working knowledge and understanding of teachers' professional duties as set out in the current School Teachers' Pay and Conditions and Teachers' Standards, and teachers' legal liabilities and responsibilities relating to all legislation.
- To carry out a share of supervisory duties in accordance with normal school schedules including cover supervisory duties.
- To participate in appropriate meetings with colleagues and parents.
- To act as a positive role model and promote the aims, values and ethos of the school and uphold all rules and policies.
- To read and adhere to all procedures as set out in the Staff Handbook.
- To ensure that all health and safety instructions are followed and that all reasonable care is taken not to do anything that might endanger the post holder or others; to report to the line manager, or

person in authority any dangerous situations in the workplace or any perceived shortcomings in health and safety arrangements.

- Be involved in extra-curricular activities such as making a contribution to enrichment activities, trips and visits, and School events.
- Take responsibility for personal professional development; keep up-to-date with research and developments in teaching.
- The school takes the safety of children seriously. All staff are expected to follow the school's Child Protection and Safeguarding Procedures and report to the safeguarding lead or person in authority, any safeguarding concerns that they may become aware of.
- To set high expectations for pupil behaviour, establishing and maintaining a good standard of discipline based on mutual respect and personal responsibility. To deal with inappropriate behaviour in the context of the school Behaviour Policy and Anti-Bullying Policy.
- To carry out other duties as may reasonably be required from time to time including undertaking pastoral form tutor duties when requested to do so
- Be prepared to meet parents and take responsibility for supporting Parents' Evenings during the school year.
- To undertake any other duties reasonably requested and assigned by senior members of the School (SLT/Management) which are considered reasonable and within the scope of your skills.
- All staff are required to attend weekly briefings or when unable to do so, must read the minutes and familiarise themselves with any updates and/or developments.
- Where a member of staff is required to attend a meeting, in circumstances where they are unable to do so, they must send their apologies and obtain a copy of the minutes to familiarise themselves with afterwards.
- All staff must attend pre planned INSET days and in circumstances where they are unable to do so, they must send their apologies and obtain a copy of the training material and/or content to familiarise themselves with after the event.
- To keep up to date with all e-mail communication/school updates and notices.

4. Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Demonstrable levels of numeracy & literacy equivalent to GCSE (A-C) or NVQ Level 2 (or by test). 	<ul style="list-style-type: none"> • Recognised Teaching Assistant Qualification.
Knowledge and Experience	<ul style="list-style-type: none"> • A minimum of two years' experience of working with children (either paid or unpaid capacity) preferably in an education setting. • Understanding of relevant policies/codes of practice and awareness of relevant legislation 	<ul style="list-style-type: none"> • Experience of working in the independent education sector. • Experience of working with students with additional needs • Experience working within a co-educational school
Skills	<ul style="list-style-type: none"> • Excellent communicator, able to communicate at all levels in English. • Numerate • Ability to work well in a team and independently • Willingness to share expertise, knowledge and skills • Ability to motivate young people • Good organisational skills 	

	<ul style="list-style-type: none"> • Effective time management • Excellent ICT skills • Good presentation skills with the ability to enthuse and motivate others • Effective management of pupil behaviour in a positive manner 	
<i>Personal Qualities</i>	<ul style="list-style-type: none"> • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Emotional resilience in working with challenging behaviours • Positive attitude to use of authority and maintaining discipline • Dependability and good time-keeping • Ability to take responsibility and show initiative • Ability to work as part of a team, within a department and within the school as a whole • Flexibility • Discretion and tact • Approachable and empathetic • The highest levels of personal and professional integrity 	

Signed:.....

Print Name:.....

Date: