



TEACHING ASSISTANT

Information for applicants

St Hilda's School

Roles and Responsibilities

Position:	Teaching Assistant
Hours of Work:	Monday to Friday 8.00am – 4.00pm (Term time 34 weeks)
Main Responsibility:	To support the work of the class teacher, to work with small groups and individuals to ensure that the highest academic standards are achieved for each child. To support the day to day running of the school and to support the overall ethos of the school.
Reporting Line:	Responsible initially to the class teacher but overall to the Headmistress.
Qualities & Experience:	<p>Teaching Assistants at St Hilda's Preparatory School must be enthusiastic team players, prepared to fully commit to the ethos of the School, as laid out in our Mission Statement and Aims. All staff are required to be committed to the wellbeing and safeguarding, promoting British values, promoting the welfare of children and young people and the prevention of extremism and radicalisation.</p> <p>Academic standards are high and our pupils achieve success within a broad and varied curriculum. The successful candidate will have excellent literacy and numeracy skills and will demonstrate a firm and passionate commitment to the well-being and progress of children in their care.</p> <p>Have knowledge and understanding of:</p> <ul style="list-style-type: none"> • How to communicate effectively with both pupils and adults • NVQ Level 3 (or be working towards) or equivalent knowledge, experience or skills • Children's needs, particularly those with learning difficulties and those who are gifted and able.
Salary:	<p>Not less than £21,318 FTE</p> <p><i>The Foundation is currently undergoing a pay and conditions review which may result in a slight variation to the final salary.</i></p>
Keys Tasks and Responsibilities:	
1. Curriculum Support	<p>a) Support pupils' learning as directed fostering independence and self-esteem.</p> <p>b) Contribute to curriculum planning and evaluation, assist in the introduction to the lesson and interact with the teacher and pupils as required.</p>
2. Learning and Pupil Support	<p>a) Provide pupils with the level and type of support specified by the Teacher.</p> <p>b) Support individuals or groups of pupils during independent and/or group work, which includes challenging the more able and supporting the less able.</p> <p>c) Be able to lead and plan for a Read, Write Inc. literacy group (training will be given)</p> <p>d) Assist in the personal, social and emotional development of pupils.</p> <p>e) Accompany pupils as directed and supervised by the responsible Teacher on and off the school site. Encourage and reinforce positive interactions between pupils.</p> <p>f) Provide comfort and care for minor accidents and report serious</p>

	<p>problems or danger to a teacher</p> <p>g) Identify and report uncharacteristic behaviour patterns.</p>		
3. Teacher Support:	<p>a) Assist in the day to day management of the learning environment.</p> <p>b) Participate in record-keeping and pupil assessments.</p> <p>c) Provide feedback to the teacher about the learning activities and the pupil responses.</p> <p>d) Assist in the positive management of pupil behaviour.</p> <p>e) Attend appropriate ILP and annual statement review meetings.</p> <p>f) Undertake appropriate administrative tasks.</p>		
4. School Support:	<p>a) Select and make good use of learning resources, textbooks, IT and other equipment which enables teaching objectives to be met.</p>		
5. Relations with parents and wider community:	<p>a) Liaise effectively with pupils' parents (if required); where appropriate, sharing and providing relevant information; e.g. regarding day to day pupil organisational matters.</p> <p>b) Maintain confidentiality according to the school's and legal requirements at all times.</p>		
6. Managing own performance and development:	<p>a) Understand the need to take responsibility for professional development and to keep up to date with research and developments in teaching and learning.</p> <p>b) Understand professional responsibilities in relation to school policies and practices.</p> <p>c) Set a good example to the pupils through presentation and personal conduct.</p> <p>d) Participate in the school's performance management programme.</p> <p>e) Be aware of the principles of equal opportunities and health and safety requirements.</p>		
7. Wider Professional Effectiveness	<p>a) Be responsible for a specified area(s).</p> <p>b) Understand the roles and responsibilities of others within the school.</p> <p>c) Make an active contribution to the life and aspirations of the school.</p> <p>d) Work in line with all school policies and procedures.</p>		
8. Other Responsibilities:	<p>Weekly Rotated duties outside of the normal working hours for Breakfast Club and ASC Clubs. All staff should be willing to assist other staff in preparation and supervision of activities, to include playtime and lunchtime supervision of pupils. *Teaching Assistants are required to attend: Inset Days, school events – such as the Christmas fair, Prizegiving and relevant staff meetings and briefings. Teaching Assistants will also be prepared to attend other such meetings, functions and training as is from time to time deemed necessary. No description of responsibilities can be fully comprehensive and the role is subject to review and modification as necessary. The Teaching Assistant is also required to carry out other reasonable duties as are from, time to time, necessary.</p>		
Produced By:	Sarah-Jane Styles	Date:	Feb 2018

The closing date for applications is **Friday 9th March 2018**

Interviews will take place on **w/c 19th March 2018**