

# Teaching Assistant



## Job Description

The Hall is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**Reporting Line:** Class Teacher, Head of Year, Deputy Head of Junior School & Head of Junior School

**Full Time/ Part Time:** Full Time, 8am – 4pm

**Role Summary:** Within a busy and active school the candidate will assist in various parts of the Junior School, assisting teachers with the teaching and supervision of pupils.

### Main duties and responsibilities:

- Supporting the needs of a pupil with diabetes to ensure full access to the curriculum
- Working under the direction of the class teacher to promote the intellectual, social and emotional development of the pupils in accordance with the aims of the school
- Assisting class teachers in planning and working with pupils
- Working with both individuals and groups of pupils, as appropriate, under the class teacher's direction
- Assisting teaching staff in the general supervision and welfare of pupils on the school premises, during school hours and at times of arrival and dispersal
- Assisting teaching staff in the general supervision and welfare of pupils on visits away from school
- Looking after classroom equipment in other designated areas
- Helping in the preparation and clearing up of teaching areas
- Assisting teachers in their administrative tasks/ lesson prepping
- Helping teachers create an inspiring learning environment by displaying pupil's work and other materials
- Playground duties
- Providing feedback to class teachers on pupil's progress

### Other

- Participate in supervisory duties before and after school, during breaks and lunch times as reasonably required by the Deputy Head of the Junior school and/or Head of the Junior School
- Attend all school functions that directly involve pupils and to offer help when needed, e.g. concerts, plays, Sports day, Special Assembly etc
- Help supervise pupils in the event of a staff absence as directed by the Deputy Head of the Junior School or Head of Junior School
- Disseminate information to the staff when required and communicate any worries to the Deputy Head of the Junior School or Head of the Junior School
- Work to develop a positive and enthusiastic dynamic within the class. Help to support pupils with strategies if they are having difficulties with organisations, behaviour, friendship etc
- Get to know all the pupils in the year group and their background, being friendly whilst maintaining a professional approach at all times and always act in the best interests of each pupil
- Be aware of the school policy on anti-bullying and where incidents are suspected, investigate quickly and report any incident to the class teacher, Deputy Head or Head of Junior School
- Set aside adequate time to prepare for a new term or tidy up after a term has ended
- Contribute, as appropriate, to the development plan
- As a term of your employment, from time to time, you may be required to perform duties of a similar or related nature to those outlined in this job description

### **Pastoral Care**

- Be conversant with, and apply, the School's safeguarding policy
- Perform the duties of a class teacher in line with school expectations if required
- Promote excellent attendance of the pupils and monitor it
- Promote the general progress and well-being of pupils in your care
- Participate fully in the School's extracurricular programme

### **Professional Review**

- Participate in any arrangements within an agreed framework for the appraisal of own performance generally and for assessing participation in activities beyond normal expectations
- Participate in Inset days and participate in further training and professional development as a teaching assistant

### **Professional Standards**

- Support the aims and ethos of the School
- Treat all members of the School community with respect and consideration
- Treat all pupils fairly, consistently and without prejudice
- Be aware of the school policy on anti-bullying and where incidents are suspected, investigate quickly and report any incident to the Deputy Head of the Junior School as appropriate
- Set a good example to pupils in terms of appropriate dress, punctuality and attendance

### **Health and Safety**

- Safeguard the pupils' health and safety by maintaining good order and discipline and by following the necessary rules and regulations when using equipment
- Communicate with the Head of Junior School, or DSL as required regarding Health and Safety issues relating the welfare or safety of the pupils
- Be familiar with the school's fire safety procedures and participate in fire drills
  
- Responsibilities may be direct, joint or through devolved structures, but always in accordance with whole school policies. These details may be amended at any time by agreement, but in any case will be reviewed through the appraisal process.
- All members of staff are required to promote and safeguard the welfare of children they are responsible for or come into contact with and to adhere to and ensure compliance with the school's Child Protection procedures and staff guidance at all times. If, in the course of carrying out the duties of the post, a teacher becomes aware of any actual or potential risks to the safety and welfare of children in the school s/he must report any concerns to one of the DSL or to the Headmaster/Head of the Junior School.

| <b>Person Specification</b>   |  |   |   |
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| <b>The Hall School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</b> |  |   |   |
|   | <b>Essential</b><br><i>These are qualities without which the Applicant could not be appointed</i>  | <b>Desirable</b><br><i>Extra qualities which can be used to differentiate applicants</i>  | <b>Method of assessment</b>   |
| <b>Qualifications</b>   | Good education to A level or equivalent.<br>GCSE in Maths and English or equivalent.<br>A relevant qualification in Childcare and/or Education (Level 3) or must be willing to study for relevant qualification.   | First Aid trained   | <i>Certificates</i>   |
| <b>Experience</b>   | Experience of working with children  |   | <i>Application form and references</i>  |
| <b>Skills</b>   | Proficiency in ICT<br>Good oral and written communication skills<br>Good interpersonal skills<br>Ability to prioritise and well organised<br>Reflect on and develop professional practice<br>Explain tasks simply and clearly<br>Assist children on an individual basis, in small group and whole class work | Monitor, record and make basic assessments about individual progress<br>Describe, in simple terms, the process of behaviour management with children<br>Identify gaps in their own experience that they need help in filling<br>Demonstrate the ability to learn and adapt from past experience | <i>Application form, references &amp; interview (including observed lesson)</i> |
| <b>Knowledge</b>  |  | The needs of young children;<br>child development and the ways in which children learn<br>Equal opportunities<br>Awareness of safeguarding and pastoral issues  | <i>Application Form &amp; Interview</i>   |
| <b>Personal competencies and qualities</b>  | Appreciation of the ethos of an independent boys' day school<br>A passion for the role and education<br>Commitment to professional development<br>Calmness under pressure<br>Resilience, commitment and confidence<br>Both independent and happy within a team<br>Flexible, adaptable and persuasive         |   | <i>Application form, references &amp; interview (including observed lesson)</i> |

