Keswick School

JOB DESCRIPTION	
Job Title:	Part-time Teaching Assistant
Responsible to:	Headteacher/SENDCo
Grade:	Grade 3 NJC points 5 to 6 pro rata
Job Purpose:	To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

MAIN DUTIES AND RESPONSIBILITIES:

Support for pupils

Duties to include:

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Lead small group/bespoke sessions
- Supervise pupils as part of the breakfast/after school club if required and with notice (breakfast club starts at 8am)
- Establish constructive relationships with pupils and interact with them according to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher

Support for teachers

Duties to include:

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupil's work
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Assist with the planning of learning activities
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems, etc.
- Promote good pupil behavior, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work
- Provide clerical/admin support, e.g. photocopying, typing, filing, etc.

Head teacher: S. Jackson, M.A. (Oxon), M.Ed., FRSA
Keswick School Multi Academy Trust
a company limited by guarantee
Registered in England: Company Number: 07664297
Registered Office: Vicarage Hill, Keswick, Cumbria, CA12 5QB. Tel. 017687 72605
Email: admin@keswick.cumbria.sch.uk
Web: http://www.keswick.cumbria.sch.uk

Support for the curriculum

Duties to include:

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, recording achievement and progress and feeding back to the teacher
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

Support for the School

Duties to include:

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher

This Job Description is not exhaustive and other duties and responsibilities of a similar level and nature may be required from time to time.

The post holder is expected to maintain a highly visible and professional profile within the school.

Health & Safety:

The health & Safety at Work Act 1974 and amendments state it is the responsibility of all employees to comply with Health and Safety Law. The post holder will be required to attend all statutory Health & Safety training as directed.

Confidentiality:

Staff and Pupil information is confidential. It is a condition of employment that any employees will not use or disclose any confidential information obtained during their duties to any person or body other than as directed by their Line Manager.

Head teacher: S. Jackson, M.A. (Oxon), M.Ed., FRSA
Keswick School Multi Academy Trust
a company limited by guarantee
Registered in England: Company Number: 07664297
Registered Office: Vicarage Hill, Keswick, Cumbria, CA12 5QB. Tel. 017687 72605
Email: admin@keswick.cumbria.sch.uk
Web: http://www.keswick.cumbria.sch.uk

PERSON SPECIFICATION		
POST TITLE: Teaching Assistant		
Attribute/Criteria	**Essential**	**Desirable**
Education/Qualifications/ Training	*This will include* • GCSE Maths and English at C/4 or above or equivalent	*This may include* • Suitable experience working as a Teaching Assistant
Knowledge & Experience	*This will include* • Awareness of practices and procedures within education relating to the welfare, safety and education of children/young people • General understanding of national curriculum and other basic learning programmes and strategies • Basic understanding of child development and learning	*This may include* • Experience of working in a classroom setting • Experience of working with or caring for children/young people of relevant age • Experience of working with children/young people with special needs
Skills & Abilities	*This will include* • Good numeracy and literacy skills • Effective use of ICT to support learning • Ability to self-evaluate learning needs and actively seek learning opportunities • Ability to operate within agreed legal, ethical and professional boundaries when working with children and young people	*This may include*
Personal Qualities	*This will include* • Ability to build and form good relationships with students, staff and others	*This may include* • Evidence of working within a team • Evidence of showing initiative

Head teacher: S. Jackson, M.A. (Oxon), M.Ed., FRSA
Keswick School Multi Academy Trust
a company limited by guarantee
Registered in England: Company Number: 07664297
Registered Office: Vicarage Hill, Keswick, Cumbria, CA12 5QB. Tel. 017687 72605
Email: admin@keswick.cumbria.sch.uk
Web: http://www.keswick.cumbria.sch.uk

	• Ability to remain calm in all situations • Be approachable as an individual • To have high expectations of what all children/young people are capable of achieving • Have a high level of patience and be able to demonstrate understanding	

This post requires an enhanced DBS check.

Head teacher: S. Jackson, M.A. (Oxon), M.Ed., FRSA
Keswick School Multi Academy Trust
a company limited by guarantee
Registered in England: Company Number: 07664297
Registered Office: Vicarage Hill, Keswick, Cumbria, CA12 5QB. Tel. 017687 72605
Email: admin@keswick.cumbria.sch.uk
Web: http://www.keswick.cumbria.sch.uk

The Selection Process

Criteria

In most cases the essential criteria identified in the person specification must be fully met. This includes qualifications, experience and any other requirements need to perform the role, particularly in relation to working with children and young people.

To be successful, you will need to demonstrate these skills during the recruitment process.

Assessment of suitability to work with children

During the selection process, your suitability to work with children and young people will be assessed. This will involve specific questioning based on the essential and desirable criteria identified in the person specification as well as safeguarding questions during the interview.

Verification

Keswick School MAT will contact current and previous employers if you are shortlisted as part of the pre-appointment check.

Anomalies

Upon shortlisting, any discrepancies or anomalies in the information provided or issues arising from references will be discussed at interview. This may include unexplained gaps in employment history.

Safeguarding

Keswick School MAT is committed to safeguarding and promoting the welfare of all children and young people. There is an explicit expectation that all employees share this commitment and adhere to all safeguarding policies and procedures.

Sources of assessment

- Application form
- Performance at interview
- Verification of qualification
- Original documents must be presented at interview when identified as essential criteria

Head teacher: S. Jackson, M.A. (Oxon), M.Ed., FRSA
Keswick School Multi Academy Trust
a company limited by guarantee
Registered in England: Company Number: 07664297
Registered Office: Vicarage Hill, Keswick, Cumbria, CA12 5QB. Tel. 017687 72605
Email: admin@keswick.cumbria.sch.uk
Web: http://www.keswick.cumbria.sch.uk

Equal Opportunities

Keswick School MAT is committed to ensuring that no member of its community experiences unfair discrimination based on sex, age, racial origin, physical ability, educational need, sexual orientation, political persuasion or religious creed. This commitment extends to those who are married or in a civil partnership, pregnant or on maternity leave or undergoing, have undergone or are planning to undergo gender reassignment.

Curriculum

All aspects of the curriculum will be developed to avoid excluding particular groups or individuals, except for sound educational reasons.

Behaviour

We expect behaviour to be impeccable at all times. Intimidating or insulting language will not be tolerated.

Staffing

Keswick School MAT is committed to ensuring that its recruitment practices do not discriminate against candidates or potential candidates based on factors unrelated to their ability to perform the duties of the post.

Recognising that young people view staff as role models, every effort will be made to ensure equality of opportunity is evident at all levels in all areas of staffing.

The Academy and the Community

The academy enjoys an excellent relationship with the local community and has a high reputation both locally and beyond.

The academy is well supported by an energetic Local Governing Body.

Head teacher: S. Jackson, M.A. (Oxon), M.Ed., FRSA
Keswick School Multi Academy Trust
a company limited by guarantee
Registered in England: Company Number: 07664297
Registered Office: Vicarage Hill, Keswick, Cumbria, CA12 5QB. Tel. 017687 72605
Email: admin@keswick.cumbria.sch.uk
Web: http://www.keswick.cumbria.sch.uk