



## Saint Jérôme C E Bilingual School

### Teaching Assistant for KS2 Level 3 or above

**Salary:** Competitive based on experience and level of qualification  
33.75 hours per week during term time only

**Reports to:** Class Teacher / Deputy Headteacher

**Responsible for:** Supporting learning and teaching across the primary curriculum

**Purpose of Role** To work as a team member with the class teachers and other support staff in the classroom, to teach under supervision, specific skills to children and to support teachers in the overall development and care of the children.

The Teaching Assistant must be prepared to work as part of a team in providing the best possible opportunities for the children to grow in all aspects of their development and learn in a happy, safe and stimulating environment.

## Job Description

- Support for Pupils:**
- Plan with colleagues for the care and education of the children. This will include regular on-going planning of the day, taking into account the needs and abilities of individual children.
  - Work as part of the team to plan and organise a clean, tidy, safe and stimulating environment.
  - Establish professional relationships with other bodies, including parents and all those who come into contact with the school.
  - Keeping records and carrying out activities in line with the curriculum.
  - Observe and assess the needs and progress of children in all areas of their development and to share those observations, both verbally and in writing, with colleagues and parents (within the school framework and under the direction of the class teacher).
  - As a follow up to team planning meetings, to independently plan, prepare and supervise specific appropriate activities for small groups or individual pupils – both indoors and outside.

- To assist the teacher with children requiring special care i.e. new entrants, sick, children with Special Educational Needs and/or Disabilities, or children who are distressed for various reasons.
- To care for the general welfare of the children, greet them, help them to dress and undress and assist in the cloakroom and toilets and at medical examinations.
- To be responsible for the care of sick children with support of the welfare officer.

**Support for Teachers:**

- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate.
- Organise and manage appropriate learning environment and resources.
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring activities against pre-determined learning objectives.
- Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters ensuring the availability of appropriate evidence.
- Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment.
- Work within an established behaviour policy to anticipate and manage behaviour positively and constructively, promoting self-control and independence and the school's Christian values.
- Supporting the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc.
- Carry out routines that will allow for the smooth running of the class – this will include setting out and clearing up activities.
- Help celebrate children's achievements by mounting and displaying their work in accordance with school policy guidelines. This will normally be done when children are not in attendance.
- Supervise class groups in the absence of the teacher for Planning Preparation & Assessment time, sickness etc, following the planning of the teacher.
- Appropriate remuneration will be paid during these periods of cover over the normal PPA time of the class teacher.
- To accompany class outings and assist with making the necessary arrangements.
- To undertake general care and maintenance of materials and equipment within the class as required by the teacher.
- To assist in the liaison between home and school or previous settings and help the children to settle during transitional periods.

**Support for the Curriculum:**

- Deliver learning activities to pupils within an agreed system of supervision, adjusting activities according to pupil responses/needs.
- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use.

**Support for the School:**

- Select and prepare resources necessary to lead learning activities, taking account of pupils' interests, language and cultural backgrounds.
- Liaise with the Class Teacher and Inclusion Leader to ensure the effective development of resources and activities to engage pupils with Special Educational Needs and/or Disabilities.
- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have access to opportunities to learn and develop.
- Make a significant contribution to the development of the school's Christian and bilingual ethos.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils.
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.
- To be an active member of the Saint Jérôme Team and attend planning and other year group meetings and in service training as required and be aware of current policies.

## Person Specification

**Qualifications & Experience:**

- Graduate or NNEB or NVQ Level 3 in Child Care or equivalent qualification (desirable)
- Experience of teaching and learning in KS2 (essential)
- Experience of teaching/supporting phonics and early reading (desirable)
- Experience of teaching/supporting pupils with Special Educational Needs or Disabilities (desirable)
- First Aid qualification (desirable) or willingness to obtain one (essential)

**Professional Values & Practice:**

- Uphold the Christian and bilingual ethos of the school. (essential)
- Understand and respect social, cultural, linguistic, religious and ethnic backgrounds. (essential)
- Able to build and maintain successful relationships with pupils, treating them equitably with respect and consideration. (essential)
- Demonstrate a commitment and ability to raise educational achievement of all pupils and to promote positive values, attitudes and behaviour. (essential)

**Knowledge,  
Understanding and  
skills:**

- Demonstrate a willingness and ability to improve own practices and methodologies through the utilisation of available information, tools, evaluation, observation and discussion with colleagues, mentors and line-managers. (essential)
- Understand the roles of parents and carers in pupils' learning and development and demonstrate ability to liaise with parents and carers sensitively and effectively. (essential)
- To have a clear understanding of the relevant key stage curriculum. (desirable)
- To have a clear understanding of the primary curriculum. (essential)
- To have a clear knowledge of how to safeguard the well-being and welfare of children. (essential)
- To be able to contribute to class planning and work from it. (essential)
- To be able to carry out observations and make accurate assessments and records of learning. (essential)
- To be able to work with others effectively as a team member. (essential)
- To be able to work independently and show initiative. (essential)
- To be creative (desirable)
- To be able to manage children's behaviour. (essential)
- To be able to work with children in groups and on a one-to-one basis. (essential)
- To have a clear knowledge of different strategies for supporting pupils with Special Educational Needs and/or Disabilities. (desirable)
- To have a clear knowledge of different strategies for supporting pupils with English as an Additional Language (desirable)
- Understand and be able to use ICT for the advancement of pupils' learning, using ICT tools for their own and pupils' benefit. (essential)
- Understand health and safety issues relating to teaching space and resources and be able to organise and manage learning activities in a safe environment. (essential)

Saint Jérôme C E Bilingual School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All employees of Saint Jérôme C E Bilingual School are expected to actively support the Christian ethos of our Church of England Primary School. Employees are required to attend collective worship and uphold and promote the Christian values of the school.