

## **JOB DESCRIPTION**

<b>Job Title:</b>	Teaching Assistant
<b>Reports To:</b>	The Head of Middle School
<b>Purpose of Job:</b>	Providing educational opportunities, support and supervision for pupils during the school day
<b>Responsible for:</b>	Groups and individual pupils as directed by the Head of Middle School and the teaching staff with whom they work
<b>Hours of Work:</b>	0815 – 1730 Monday to Friday Larks 0800 – 0820 once a week Clubs – MSTA to be available to assist with the supervision of clubs/late stay on a rota basis during the school year. (1640 – 1730)

MSTA will not be expected to be at school beyond 4.40pm on days when they do not have any after school commitments as long as they have completed any tasks in support of the children that have been requested by the Head of Middle School and teaching staff they work with.

### **Main Duties and Responsibilities**

- To take responsibility for the safeguarding, happiness and welfare of every pupil with whom they work.
- To prepare and clear away class resources, as directed .
- To plan, prepare and deliver lessons; whole class (HLTA), individual or small groups of children, as directed.
- To foster independent learning and thinking skills in pupils
- To listen to and help individual readers.
- To read stories and poetry to groups of children.
- To be responsible for updating children's records and assessments, where appropriate.
- To help with boosters / interventions in conjunction with the Head of Middle School and Head of Learning Support.
- To accompany children to Forest School.
- To ensure the classrooms and indoor and outdoor communal areas of Middle School provide an invigorating environment for learning, with quality displays, celebrating pupils' progress and achievement.
- To supervise children during indoor and outdoor breaks, helping serve snacks.
- To supervise and dine with a designated children's lunch table.
- To serve morning and afternoon snack to the children each day
- To help to monitor the levels of resources and stock in the department and preparing, in consultation with the Head of Middle School and staff, any necessary orders
- To help keep the department tidy and the displays fresh.

- To deal with and inform HOMS and Form Teachers of any toileting accidents that occur.
- To administer first aid, if appropriate, or to escort children to the Medical Centre
- To report any concerns about children to class teachers and Head of Middle School.

#### General Responsibilities

- To undertake the responsibilities as a Form Teacher (HLTA only), as required.
- To attend and help with class assemblies in accordance with prepared rotas, as required.
- To help with Middle School drama/musical productions.
- To attend staff meetings and liaise and co-operate with colleagues on whole school matters.
- To take a full and active part in the co-curricular programme including after school clubs, as required.
- To attend staff training days and other functions, which may fall outside normal school hours.
- To attend training and staff INSET sessions organised by the School to provide a consistent approach across the entire school staff population.
- To cover for absent colleagues when required.
- To attend parents' information evenings and liaise with parents informally as appropriate whilst maintaining a positive dialogue with all children, staff and parents
- To be accessible and amenable to regular parental contact, and develop open, easy and professional relationships with parents.
- To ensure that you are familiar (with all school policies and the contents of the staff handbook.
- Ensure the safety and well-being of children and young people at the School by adhering to and complying with the School's Safeguarding (including Child Protection) Policy and Procedures at all times.
- Display correct staff identification at all times whilst on site.
- Adhere, at all times, to Health and Safety legislation, and all departmental policies and procedures, to ensure their own safety and that of colleagues, pupils and visitors.
- Carry out any other reasonable duties as requested by the Headmaster or members of the School Leadership Team.
- Constantly appraise your professional performance, participating in training courses and keeping informed of current legislations and best practice in conjunction with the Head of Middle School/Deputy Head of Operations.

## Person Specification – Middle School Teaching Assistant

The person specification focuses on the range of criteria required to undertake the role effectively. Candidates will be assessed from their Application Form and personal statement (A), interview (I) and by an exercise (E), Task (T) or Lesson Observation (L) as appropriate.

Criteria	Essential	Desirable	Measured by/ evidence
<b>Education and Qualifications</b>	<p>Level 3 NVQ or equivalent in related field of study</p> <p>Good level of general education including GCSE Maths and English at Grade C or above, or equivalent</p>	<p>Knowledge and Understanding of the EYFS and KS1/2 Curriculum</p> <p>Knowledge of the Read, Write Inc system.</p> <p>Knowledge of Power Maths</p> <p>HLTA qualification</p>	A / I
<b>Knowledge and skills</b>	<p>Proficient in the use of Office 365 and, ideally, in the use of tablet technology</p> <p>Be able to work on own initiative to a high standard. To be able to prioritise when there are conflicting demands in order to meet deadlines.</p> <p>Excellent interpersonal and customer-facing skills with a warm, friendly and professional manner.</p> <p>Able to foster good working relationships with all members of the School community (staff, pupils, parents/carers and representatives of other schools) either in person or on the phone</p> <p>Ability to work collaboratively in a team</p>		<p>A / I</p> <p>A / I</p> <p>A / I</p> <p>A / I</p>

<b>Experience</b>	Experience of working with young people		A / I
<b>Personal competencies and qualities</b>	<p>Enthusiastic and positive about learning and teaching</p> <p>Ability to communicate succinctly and effectively both orally and in writing, using appropriate language</p> <p>Friendly and approachable with a can-do mind-set</p> <p>Tact, sensitivity and the ability to handle confidential material with discretion as well as an ability to remain calm and professional in all situations</p> <p>High degree of personal motivation, initiative, energy, creativity and drive</p> <p>Ability to build good relationships with parents and colleagues, including working collaboratively within a team and an ability to take direction</p> <p>Self-motivated and versatile, showing an ability to work on own initiative, plan, prioritise, coordinate and lead, taking ownership of a task and seeing it through to completion</p>		A / I
<b>Other requirements</b>	<p>Commitment to promote and safeguard the welfare of children, young persons and vulnerable adults.</p> <p>Empathy with the ethos, values and aims of St Hugh's</p>		A / I