

JOB DESCRIPTION

Job Title:	Upper School Creative Arts Teaching Assistant
Reports To:	Deputy Head (Academic)
Purpose of Job:	Working with the Heads of Design Technology and Art in providing educational opportunities, support and supervision for pupils during the school day
Hours of Work:	0815 – 1730 Monday to Friday Clubs / Late Stay – to be available to assist with the supervision of clubs/late stay on a rota basis during the school year. (1640 – 1730)

Teaching Assistants will not be expected to be at school beyond 4.40pm on days when they do not have any after school commitments.

Main Duties and Responsibilities

DT

- Support in the delivery of curricular and co-curricular Design Technology. At St Hugh's this incorporates resistant materials, textiles, electronics, food and nutrition
- Work alongside the class teacher, supporting individual children, or small groups in all DT lessons
- Prepare and clear equipment for lessons
- Help develop appropriate resources for teaching and learning
- Assist the class teacher in maintaining a safe and tidy working environment at all times by:
 - ensuring hand tools are kept in optimum condition and stored correctly
 - Emptying and cleaning the dust extraction filters as required by the manufacturer / Head of Department
 - Keeping the classroom organised and free from hazards
- Carry out administrative and other functions related to the smooth running of the DT department. This includes:
 - Uploading and organisation of digital photographs
 - Ordering new materials and equipment when required
 - Assisting the Head of DT in regularly checking and maintaining equipment and materials
- Take a full and active part in the co-curricular DT programme at St Hugh's including one after school club

Art

- Portfolio organization for all pupils
- Photographing work in progress and completed work for record keeping and display purposes
- Assisting with displays around school
- Assisting with the art scholars
- Maintenance of materials

General

- Complement the work of teachers by providing pupils with the level and type of support required and/or by taking responsibility for learning tasks as agreed
- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use
- Assist class teachers with the preparation of resources and displays
- Accompany staff and pupils on school visits
- Supervise children during lunch, indoor and outdoor breaks
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour that are expected of pupils
- Establish productive working relationships with staff and pupils
- Attend and assist class teachers with assemblies
- Attend staff meetings and liaise and co-operate with colleagues on whole school matters
- Attend INSET organised by the school to provide a consistent approach to teaching and learning
- Cover for absent colleagues when required
- Be 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 Deputy Head (Operations).

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The job holder's actual responsibilities, tasks, and duties might differ from those outlined in the job description, and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job. **In addition**, you undertake other such specific duties which may from time to time be reasonably assigned by the Headmaster. Where such duties amount to more than a temporary adjustment to the main responsibilities of this job description, it should be amended accordingly. This job description will be subject to periodic amendment whenever the appraisal process helps reveal and define significant changes in your role within the school.

Person Specification – 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
Education and Qualifications	Good level of general education including GCSE Maths and English at Grade C or above, or equivalent	NVQ qualification Knowledge and Understanding of the Key Stage 2/3 Curriculum Qualification or training in Art, Design, Resistant Materials, Textiles or Food.	A / I
Knowledge and skills	<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>Safe use of machinery e.g. sewing machines, pillar drills and fretsaw.</p> <p>Full training can be provided for use of specific machinery/ projects and the associated health & safety.</p>	<p>A / I</p> <p>A / I</p> <p>A / I</p> <p>A / I</p>

Experience	Experience of working with young people	Use of tools and machinery related to craft and cookery.	A / I
Personal competencies and qualities	<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 and a desire to learn new skills.</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>	Strong interest in creative activities.	A / I
Other requirements	<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