



### **SUMMARY OF MAIN DUTIES / RESPONSIBILITIES**

**Job Title:** KS1 Teaching Assistant

**Reports to:** Head of Pre-Prep

**Hours:** 08.15 - 16.00 Monday – Friday (Part time applications will be considered)

#### **Purpose of the Job**

To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes enabling all pupils to progress and learn, 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 and across the school.

#### **Support for Teachers**

- Assist with the planning, preparation and delivering of learning activities
- Support individuals and groups within the class, e.g. phonics, mathematics and focused activity learning
- Monitor pupils' responses to learning activities, provide objective feedback and accurately record achievement/progress as directed
- Support with behaviour management strategies employed in the classroom and across the school promoting self-control and independence
- Establish constructive relationships with parents/carers, supporting their role in pupil's learning
- Support with the management of the learning environment and resources

#### **Support for Children**

- Develop a positive and supportive relationship with pupils and be a role model by presenting a positive personal image and attitude
- Be aware of and respond appropriately to the differing and individual needs of pupils
- Supervise and provide support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes as and when needed
- Set challenging and demanding expectations and promote the inclusion, self-esteem and independence of all pupils
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher
- Encourage pupils to interact and work cooperatively with others and engage all pupils in activities

#### **Support for the Curriculum**

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Undertake programmes of intervention, recording achievement and progress and feeding back to the teacher
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use
- Assist in the display and presentation of learning cues and pupils' work inside and outside of the classroom environment as required

## Support for the School

- Be punctual and professional at all times
- Be a role model for pupils and colleagues in terms of behaviour and attitude
- Undertake training and CPD
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings, as required
- Assist with the supervision of pupils outside of lesson times, for example at playtime/lunchtime, as required
- 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
- Maintain confidentiality and comply with policies and procedures relating to child protection, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person.
- Actively support the school equal opportunity policies and ensure that all pupils have equal access to opportunities to learn and develop

## General

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify the re-evaluation of the post. In cases, however, where a permanent and substantial change in duties and responsibilities of the post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

St. Michael's is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment. The successful candidate must be able to satisfy an enhanced clearance by the Disclosure and Barring Services (DBS).

## Procedure for application

Applications should be made using the online application form through the TES online application system. Candidates are also required to write a covering letter, stating suitability for the post and reasons for applying. This should be completed by noon on **Friday 2nd February** after which references may be taken for those candidates considered for the shortlist. All queries can be sent to [recruitment@stmichaels.je](mailto:recruitment@stmichaels.je)

Failure to use the correct application form or to forward a covering letter may count against an applicant. Shortlisted candidates will be contacted by telephone by **Monday 5th February**..

Interviews will be held on **Wednesday 7th February from 15.30** and a conditional offer of appointment will be made as soon as possible thereafter. The appointment will be conditional upon satisfactory references being received and pre-employment checks being completed. It is hoped that the successful candidate will begin work on 15th April 2024.