



SAINT JOHN'S

Information for the role of Teaching Assistant at Saint John's CE Primary School

Saint John's is a small, friendly, Church of England Primary School. We value being part of a caring and culturally diverse community. Our aim is to be a school where we all flourish, children and adults alike. We were judged as a Good school by OFSTED in 2017 and as Outstanding in our most recent SIAMS inspection (2017). Our website will give you more information about our school and a flavour of what we are like. You can access it by logging on to: www.st-johns-pri.gloucs.sch.uk

We have various roles within the school covered by teaching assistants. The focus for these staff is to be working alongside pupils, as directed by a class teacher and managed by our senior leadership team of Head, Deputy and Inclusion Lead/SENCO. Some of our teaching assistants work within a classroom with various groupings and some work in a more focused way with individual pupils or very small groups. We have a room, called The Nest, which provides a space for children with particular needs – pastorally, emotionally or socially – to be supported and taught without the additional challenges of a classroom environment.

A few teaching assistants have full time (30 hours) roles, but many work part-time. The mornings are usually a high priority but we have a range of contracts. We want to ensure that our hours work well for our children, but also for individuals who may have commitments outside their job at Saint John's.

We are looking for people who are caring and outward-looking and who are willing to support the Christian ethos of the school. It will be essential to be able to form good relationships with pupils, staff and parents and to be able to work effectively as a team member, as well being able to use your own initiative. An understanding of how important safeguarding and confidentiality are important and we will provide training in this area. It is also essential that staff are able to maintain a calm and enthusiastic demeanour in all situations.

In return, you will be able to enjoy working with delightful children and supportive staff, parents and governors in a friendly and vibrant school. We will also ensure that there is regular CPD (Continuous Professional Development) to support you in this role.

To apply, please complete an application form (available from our website) and submit it by email to Victoria Beevers, the Head Teacher, on head@st-johns-pri.gloucs.sch.uk. Interviews will be arranged shortly after we have received an application and the school reserves the right to appoint a suitable candidate once the appropriate and relevant procedures have been completed.

I look forward to reading your application.

Kind regards

Victoria Beevers
Head Teacher

where we all flourish

Saint John's Church of England Primary School
Albion Street, Cheltenham, Gloucestershire, GL52 2SN.

T: 01242 523786 E: admin@st-johns-pri.gloucs.sch.uk www.st-johns-pri.gloucs.sch.uk
Headteacher: Victoria Beevers B.Ed (Cantab) M.Ed



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Job Description - Teaching Assistant

Role

To be responsible for providing support across the curriculum for individual or groups of pupils, under the direction of the class teacher and /or Inclusion Lead.

Duties and responsibilities

- Comply with the policies and procedures relating to safeguarding, child protection, health, safety and security, SEN/inclusion and data protection, reporting concerns to the Designated Safeguarding Lead
- Contribute to the overall ethos, aims and work of the school
- Set a good example in terms of dress, punctuality and attendance
- Attend and participate in meetings and service training activities as required
- Provide support for SEN pupil inside and outside of the classroom to enable them to access learning
- Support the teacher in adapting resources to make them accessible for identified SEND pupils
- Undertake routine feedback in line with school policy
- Contribute to annual reviews for pupils who are subject to an EHCP as necessary and help monitor their progress
- Deliver specific targeted intervention programmes as directed by the class teacher
- Work collaboratively with other professionals, such as educational psychologists, ATS and other TAs as part of a professional team as necessary
- Accompany teaching staff and SEN pupils on visits and out of school activities, as required within contracted hours and to take responsibility for pupils under the supervision of the class teacher
- Assist with carrying out risk assessments for activities undertaken by SEND pupils, ensuring their safety and wellbeing.

Administrative duties

- Prepare and maintain visual timetables for pupils with SEN
- Support class teachers in photocopying and other tasks to support teaching
- Prepare and present displays of pupils' work
- Communicate, as required, with the parents/carers of pupils, under the direction of the class teacher.

Other duties

- To administer basic first aid as required

Qualifications

- NVQ3 or equivalent (such as a degree) and/or proven experience of working with children

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Person Specification - Teaching Assistant

	Essential	Desirable
Qualification	Relevant qualification such as an NVQ or a degree	
Experience	Experience of working with children	Previous experience working with children with SEND/high needs
Knowledge and Understanding	Be familiar with a range of strategies that support children's learning, particularly regarding speech and language Be familiar with child development, especially their emotional development and the processes by which children learn and acquire social skills	An understanding of child development, especially their physical, social and emotional development
Personal and Professional Qualities	The ability to help children flourish and enjoy learning The ability to build relationships and work co-operatively and flexibly as part of a team The ability to show patience and understanding and respond appropriately to all children The ability to show motivation and initiative when following the teacher's planning The ability to assess and monitor pupil's progress and feed back to the class teacher regarding the pupil progress The ability to fulfil the physical responsibilities of the post, including attending to the pupil's social and health needs	The ability to identify and prepare appropriate resources The ability to plan longer-term activities and interventions The ability to engage with outside agencies and parents/carers
Additional Requirements	A willingness and ability to attend appropriate meetings and training to develop personal knowledge, understanding and practice Good personal presentation Good punctuality and health and attendance record A DBS will be required prior to appointment	Evidence of professional development undertaken
References	Two fully supported professional references.	

The evidence for these will be assessed at application, in interview (and any supporting documents) and through references.

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