



Job Title	Teaching Assistant (TA)
Reports to	Senior Deputy Head Prep School
Job Purpose	<p>To undertake work/care/support programmes to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. To provide supervision for non-teaching times, for example pre-school, break, lunch, after school.</p> <p>The role involves ensuring compliance with the Childcare Act 2006, all Health and Safety legislation, the Early Years Foundation Stage (EYFS) framework, and requirements as laid down by the Government and regulated by ISI.</p>
Relationships	The post holder is responsible to the Senior Deputy Head Prep School in all matters and liaises with Classroom teachers. The post holder will interact on a professional level with colleagues and parents, when necessary, and seek to establish and maintain productive relationships to promote mutual understanding of the pupil's learning and developmental needs.
Hours of Work	<p>This is a term time (which includes INSET) plus 2-week contract. Working hours are 25 hours per week, agreed hours between 0830 and 1630 Monday to Friday.</p> <p>The additional 50 hours of work (the plus 2 weeks) may require you to attend meetings / events that are sometimes held out of normal School hours (some evenings and occasionally at weekends).</p> <p>You are expected to work the hours that are necessary to fulfil your responsibilities and meet the needs of the school and in line with the hours in your contract.</p> <p>There is the potential for extra paid hours during the school holidays when Holiday clubs take place.</p>
Holidays	Holidays to be taken during nominated School Holidays when the School is closed.
Probation	1, 3, 6-month reviews in the first year of the role which will also apply if the successful candidate later changes to a different role/ promotion.
Benefits	<p>Wisbech Grammar School provides:</p> <ul style="list-style-type: none">• Defined Contribution Pension Scheme to which the employer provides a 5% contribution to match the 5% employee contribution• Fee discounts for dependent children.
Safeguarding	<p>Wisbech Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all its staff and volunteers to share this commitment.</p> <p>The post holder must be willing to undergo child protection screening, including reference checks with previous employers and a criminal record check with the Disclosure and Barring Service (DBS).</p> <p>The postholder is responsible for ensuring that they</p> <ul style="list-style-type: none">• undertake all mandatory training on the school defined timetable (annually at time of writing this document)• read, digest and adhere to all mandatory training on the school defined timetable (annually at time of writing this document)



Data Protection In the course of employment at Wisbech Grammar School, staff may have access to confidential information relating to pupils and their families and are required to exercise due consideration in the way they use such information.

Staff should not act in any way which might be prejudicial to the school's interest. Information which may be included in the category covers both the general business of the school and information regarding specific individuals.

A strict code of confidentiality must be always adhered to.

Wisbech Grammar School is registered under the Data Protection Act 1984 and staff must not at any time use the personal data held by the school or disclose such data to a third person.

Application

To apply, please complete a Staff Application form which can be downloaded from our web site. Please email your completed form to HR@wisbechgrammar.com together with a letter to Mrs Keryn Neaves, Senior Deputy Head of Prep School, explaining what you can bring to the role and why you have applied.

The closing date for applications is 10am on Monday 21 November 2022

Interviews are scheduled to be held on Thursday 24 November 2022.



Detailed role

The Teaching Assistant's main role is to provide support for pupils within the classroom environment. The TA will also provide break and lunchtime supervision as set out on the duty rota produced by the Assistant Deputy Head (Prep School).

Supporting pupils

- To provide support for pupils in class or small group situations, carrying out other duties as requested by the teacher to support children's learning and their understanding of all curriculum areas.
- To provide support to teachers and pupils during school events, trips and activities.
- To carry out supervision duties as required.
- To provide positive reinforcements, praise and rewards to pupils.
- To attend in service training and meetings relevant to the post to keep up to date with developments in working with children.

Supporting teachers

- To work as part of the team to ensure that the well-being and personal development of the pupil enhances their learning opportunities and life skills.
- To provide feedback on pupil performance, as necessary, to the class teachers.
- To be able to use one's initiative when in classroom situations.
- To be able to manage behaviours if required.
- To continue with lessons in the absence of the classroom teacher.

Supporting the School

- To foster links between home and school.
- To participate in relevant professional development as deemed appropriate.
- To understand and apply the school policies on learning and behaviour.
- To maintain confidentiality and sensitivity to the pupils' needs but have regard to the safeguarding procedures of the school.
- To carry out duties as directed by the Senior Deputy Head Prep School or Assistant Deputy Head Prep School.

No job description can fully cover all aspects of this type of appointment and consequently the ability to evolve and respond to future changes and job demands is essential in the post-holder. The duties outlined in this job description may be modified by the line manager with the post holder's agreement, to reflect or anticipate changes in the job, commensurate with the job title.



Person Specification

Attributes	Essential	Desirable
Qualification	<ul style="list-style-type: none"> TA Level 2 approved qualification or equivalent 	<ul style="list-style-type: none"> GCSE English and Maths (grade A* - C) or equivalent.
Knowledge	<ul style="list-style-type: none"> Understanding of Safeguarding in schools Health and Safety Knowledge Awareness of equal opportunities Understanding of managing confidential issues Knowledge of phonics Knowledge of how ICT is used to support pupils' learning and ability to use ICT effectively in a classroom setting. Understanding of strategies for teaching and learning. <p>The role involves ensuring compliance with the Childcare Act 2006, all Health and Safety legislation and requirements as laid down by the Government and regulated by ISI.</p>	
Skills & Abilities	<ul style="list-style-type: none"> Basic First Aid Good numeracy and literacy skills including good spoken English Good ICT skills and knowledge of Microsoft suite To be capable of high standards of physical, emotional, social and intellectual care for the children always. Ability to work and communicate with young children Ability to motivate and provide encouragement to children of all ages and all backgrounds Assist with the organisation of the learning environment. Maintain accurate records of the pupils where necessary. Ability to work collaboratively with School Staff Ability to take responsibility and work with autonomy within set boundaries. Ability to implement appropriate behaviour strategies in line with school policies Ability to work effectively with individual pupils, groups of pupils and whole classes. 	<ul style="list-style-type: none"> Paediatric First Aid Certificate A commitment to the improvement and progress of pupils; The ability to interface and interact with parents, teachers and other school staff and provide feedback as required
Experience	<ul style="list-style-type: none"> Relevant and professional experience working with young children Provision of high-quality childcare ensuring all children are cared for in a happy, safe and stimulating environment so children can play, learn and develop. 	<ul style="list-style-type: none"> Experience supporting pupils in a Primary/Prep School



<p>Personal competencies and qualities</p>	<ul style="list-style-type: none">• A warm and approachable personality• To be enthusiastic and have a passion working with all children.• Motivate pupils to learn.• Motivate pupils to be sociable.• Communicate effectively and appropriately to pupils with different abilities and ethnic backgrounds• Good time management skills• Show tact and sensitivity• Patient, reliable and trustworthy• Have a high degree of emotional intelligence• Good communication and interpersonal skills.• Show keen attention to detail• Be professional and well organised, be able to be flexible and work under pressure, both independently and within a small team• Can show initiative, think creatively and understand the importance of being proactive in a busy workplace environment• Be prepared to take on responsibility and be fully accountable• Can see matters from a whole school perspective and consider issues objectively• Have an understanding and commitment to the ethos, culture and priorities of the School• Be an ambassador for the School	
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