

THE
Raleigh
SCHOOL

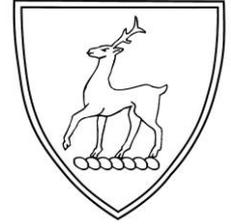
Inspiring Tomorrow's Citizens



Teaching Assistant

Job Profile and Person Specification

“To inspire independence and nurture a life-long love of learning, creating pro-active and responsible citizens”



About the school

The Raleigh school is a friendly, popular two form entry primary school, located in the village of West Horsley. Regularly oversubscribed, the pupil roll currently stands at 435 pupils and 61 staff. The school converted to Academy status in 2011.

The school consistently secures strong pupil attainment and progress, including for those with special educational needs.

Our OFSTED report (December 2017) grades the school as Outstanding.

The school is part of the Effingham Learning Partnership, which offers a supportive network and opportunities for training and development.

The school became a member of the South Farnham Educational Trust in July 2017.

About the role

The Governors and Headteacher wish to appoint a well-qualified, enthusiastic individual as a Teaching Assistant.

We seek a highly motivated individual, with excellent interpersonal skills, to be part of our supportive team and make an impact on the outcome for our children.

Applications should be made using the application form available on Eteach and Raleigh website <http://www.theraleigh.org/> and should be submitted before noon on the closing date. Visits to the school are warmly welcomed and encouraged.

The Raleigh school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

All appointments are subject to an enhanced DBS check.

Job Purpose:

To support the class teacher with their responsibility for the development and education of the children in school.

To use routine supervision and care skills to support children.

Accountable to:

For management – Class teacher.

For appraisal – A member of the Leadership Team.

Authority to:

Implement rewards and sanctions within the school policies and procedures.

Liaise with parents or other responsible adults and professional staff in accordance with school policies and procedures.

Entitlement:

Training and development within the school's CPD programme and in accordance individual development needs.

Appropriate professional support from the Headteacher, Deputy Headteacher Key Stage Leader, Class teacher and SENDCo.

Key Accountabilities

Teaching Assistant

Strategic Direction and Development:

To understand and apply school policies and practices

To support the vision and aims of the school

To create and promote opportunities that enable the school to fulfil its aim to 'create pro-active and responsible citizens'

To take responsibility for own professional development

Deployment of Resources:

To develop, monitor and control resources within the teaching area

To assist the class teacher in organising, planning for and maintaining a stimulating and attractive working environment appropriate for a range of activities

To ensure that administrative requirements are fulfilled

To undertake routine tasks under the direction of the class teacher

To undertake playtime and lunchtime duties as required

Teaching and learning:

Under the direction and guidance of the class teacher, to:

Assist with the delivery of the educational work programmes by participating in day-to-day learning activities

Discuss with and report back to the class teacher on the planning and assessment of pupil work

Assist with the organisation and maintenance of the learning environment

Individual needs of the children:

To be able to clarify and explain instructions to children

To be able to communicate effectively with children

To be able to motivate the children to learn

To undertake intimate care tasks for children as necessary

Managing and working with people:

To work as part of a team to ensure that the well-being, behaviour and personal development of pupils enhances their learning opportunities and skills

To maintain confidentiality, both inside and outside of the workplace

To establish good relationships with parents and carers to promote support for pupils' learning and development

To have a commitment to equality of opportunity and inclusion

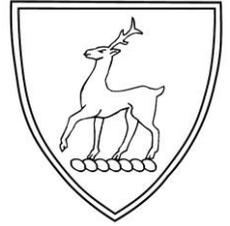
To promote safe working practices within the workplace

Other duties:

To undertake such other duties, training and/or hours of work as may be reasonably required and that are consistent with the general level of responsibility of this job

Person Specification

Teaching Assistant



We are seeking a motivated and enthusiastic individual who can demonstrate the necessary qualities to enhance and complement our dedicated team. These include:

Qualifications and Training

- A good general education
- A commitment to Continuing Professional Development

Knowledge and Skills

- Good level of written and spoken English
- Numerate
- Basic IT skills
- Craft skills
- Ability to clarify and explain instructions to and motivate pupils
- Ability to undertake routine tasks under the direction of the Class teacher

Personal Attributes

- Dynamic and enthusiastic
- Excellent communication and interpersonal skills
- An adaptable and flexible approach
- Ability to think creatively and imaginatively
- Ability to assist with the organisation of the learning environment
- Integrity and reliability
- Readiness to evaluate own professional practice
- A good sense of humour
- Willingness to be involved in school community life
- A commitment to the protection, welfare and safeguarding of pupils