

"The Quality of Pastoral Care is Outstanding" ISI Inspection Report



JOB DESCRIPTION: Part Time Higher Level Teaching Assistant with EYFS Experience

Hours: 8.30am – 1pm Full Time (term time plus 5 days)

Salary: The salary will be competitive and commensurate with experience

Reporting to: Head of KS2

THE SCHOOL

Bishop Challoner is a highly successful and ambitious school providing a warm and welcoming community where each member is embraced and encouraged to flourish and achieve.

We are committed to providing an environment in which all pupils are challenged to be the best they can be, and one in which pastoral care and wellbeing underpin academic and co-curricular excellence. This rings true in the school's motto - 'Dare to do your best'.

We believe in providing an education for life and we seek to ensure that the learning experience at our school blends the best of tradition with the exciting opportunities provided by developing new skills and aptitude for an ever-changing world. Learning how to learn is a key facet of our education philosophy and is an essential need for the twenty-first century.

We believe that a truly excellent school is about more than academic achievement alone: it is about developing a real passion for learning; a capacity for independent and critical thinking; self-awareness and resilience; self-confidence without arrogance and genuine interests that extend beyond the classroom walls.

At Bishop Challoner we focus on developing the whole person, aiming to ensure that each pupil leaves us ready for the challenges of life at university or the world of work, and understanding their responsibilities towards others.

We want our pupils to leave Bishop Challoner well equipped to engage positively with a rapidly changing world as accomplished problem solvers and confident individuals with a clear appreciation of and respect for the views and potential of others.

JOB SPECIFICATION AND CORE RESPONSIBILITIES

The Higher Level Teaching Assistant with EYFS experience will have the following responsibilities:

To work with the teacher to implement work programmes for individuals/groups and share the responsibility to maintain the already high level of pastoral care for all pupils in the school. There may be occasions when some work in the nursery is required.

- To support the Headteacher and the Head of Key Stage 1 and Key Stage 2 in implementing the vision and policies of the school;
- Assist in the educational and social development of pupils under the direction and guidance of the Head of Key Stage 1 and Key Stage 2, SENCO and class teachers;
- To help prepare and deliver lessons according to the school policy and schemes of work, taking into consideration the ability and needs of each individual in the class;
- To work in Reception and may also be required to work in the Nursery;
- Provide support for individual pupils or groups of pupils inside or outside of the classroom to enable them to participate fully in activities and to move them forward in their learning;
- Hear readers and carry out practical activities under the guidance of the class teacher;
- Assist the class teacher in regular assessment of the children and in maintaining records;
- Support pupils with emotional or social needs and help to develop their social skills;
- Help to maintain attractive, topical displays of children's work and keep the classroom tidy;
- Help to maintain behaviour inside and outside the classroom, in line with school policy;
- Support teachers in photocopying and other tasks as required;
- Set a good example in terms of dress, punctuality and professionalism;
- Be proactive in matters of Health and Safety;
- Assist with assemblies, plays and concerts as required by the class teacher or Head of Key Stage 1 and Key Stage 2;
- Carry out lunch or break duties;
- Be familiar with the contents of the School's Staff Handbook and adhere to all school policies;
- Keep abreast of current educational issues and developments through CPD and personal research;
- Attend staff meetings and briefings and evening events as requested by the Head of Key Stage 1 and Key Stage 2;
- Maintain good communication with pupils, parents and colleagues at all times.

GENERAL RESPONSIBILITIES AND DUTIES

- To promote and uphold the Catholic ethos of the school;
- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example. Ensure that the school guidelines have been consulted and followed;
- Work towards and support the school vision and Senior Leadership Team in creating a culture for learning, high standards of achievement and success;
- Contribute to the school's programme of extra-curricular activities;
- Support and contribute to the school's responsibility for the welfare and safeguarding of pupils;
- Work within the school's health and safety policy to ensure a safe working environment for staff, pupils and visitors;
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents and colleagues;
- Engage actively in the performance review process, attend meetings and staff training;
- Undertake other reasonable duties related to the job purpose required from time to time.

PERSON SPECIFICATION

- Be a good team player and a willing learner;
- Hold the relevant HLTA qualification;
- Have EYFS experience;
- Be able to use initiative;
- Possess good communication skills when relating to children, colleagues and parents;
- Be friendly and positive thinking;
- Have excellent classroom organisational and management skills;
- Be able to provide a stimulating learning environment for pupils;
- Be highly motivated to enable each child to reach their potential;
- Have high expectations for all – both for attainment and behaviour;
- Be confident in the use of ICT to support learning;
- Be able to challenge and nurture all pupils;
- Be able to provide outstanding personal, social and emotional care;
- Be able to reflect on own practice and also to receive and act upon constructive feedback from colleagues;
- Be committed to raising standards and achievement in teaching and learning;
- Be keen to undertake further professional development and to feedback to other staff where appropriate.

The above job description is subject to reasonable review and may be changed in line with the school's needs, following consultation with the post holder.