



KS1, KS2 & KS3 TEACHING ASSISTANTS

Full Time & Part Time (0.4 FTE)

2 full days (08:00 – 16:00)

Term Time Only

**ACTUAL TERM TIME SALARY:
£14,711 - £17,178 FTE (DEPENDING
ON QUALIFICATIONS & EXPERIENCE)**

**TO START: DECEMBER 2019 (OR
SOONER)**

TEACHING ASSISTANT

St Michael's Prep School is a co-educational day school, rated 'Excellent' by the ISI in March 2017, with 471 children aged 2-13, enjoying a beautiful location, overlooking 90 acres of land. Our state of the art Pre-Prep building sets each child on a learning journey that is rich, active and inspiring. Children continue into the Prep School, taught by a large number of specialist professionals who work throughout the school to provide a rich array of curricular and co-curricular opportunities.

Are you passionate about helping young people fulfil their potential? Do you have experience working with children in Key Stage 1, Key Stage 2 or Key Stage 3? Do you have the ability to inspire children and encourage them to have self-belief? Would you like to be given the opportunity to lead group sessions and to support children in their learning? Are you looking for a varied role which enables you to support a variety of children across a variety of subjects? Then look no further. Come and join the team at St Michael's as a Teaching Assistant. We are seeking to employ full time and part time Teaching assistants across all Key Stages.

You will work closely with the class teachers to support children both in the classroom setting, in small groups and on a one to one basis. You will be expected to plan, organise, support, extend and enrich the lives of children. You will have bags of initiative and will be a reliable team player.

Please complete an application form (non-teaching) downloadable from our website, vacancies page. Please submit your application form with a covering letter stating whether you are applying for full or part time and which Key Stage/s you might prefer to work in. Please include details of the skills, qualities and experience you have, and why you would like to apply for this position to:

Kim d'Albertanson at recruitment@stmichaels.kent.sch.uk.

APPLICATION DEADLINE: 9am Monday, 4th November 2019

INTERVIEW DATE: Week commencing 12th November 2019

St Michael's Prep School is committed to safeguarding and promoting the welfare of children and the successful applicant will be subject to an enhanced disclosure through the Disclosure and Barring Service.



JOB DESCRIPTION – TEACHING ASSISTANT

RESPONSIBLE TO:

- Learning Development Manager
- Head of Prep or Pre-Prep
- Governing Body

JOB PURPOSE

- To develop and maintain the outstanding provision of St Michael's. Ensuring the smooth day to day running and offering support and care to children and their families.
- To ensure the well-being, happiness and success of each child in an KS1 /KS2 / KS3 setting.
- Promote children's independence and self-esteem through enabling their success.
- Work with and support the Prep or Pre-Prep staff in all aspects of the school life.

KEY RESPONSIBILITIES

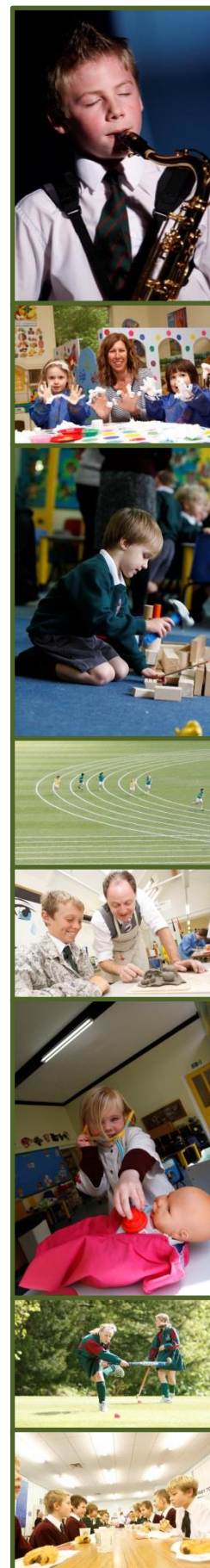
Supporting Teaching and Learning

- To assist, as directed, the work of individuals and small groups
- Plan and conduct group / one-to-one teaching, in line with teacher's plans and individual education plans as appropriate
- Prepare material to support group / one-to-one teaching
- Co-operate with colleagues within the school in the planning and delivery of high quality, differentiated learning for all children
- Use experience to support all pupils' learning and support the promotion of positive behaviour
- Keep records of progress of groups and individuals
- Supervise and provide support for pupils both in class and at other times
- Liaise with class teachers and the Head of Learning Development to track progress of children using Provision Map and IEPs
- Undertake routine marking of pupils' work as appropriate
- To contribute to the broader life of the school, for example by supporting extra-curricular, social and other activities
- To maintain displays of children's work in and around classroom areas
- To support equal opportunities for all children and staff
- Be aware of confidential issues and your responsibilities relating to GDPR

Pastoral Care

- To ensure the well-being, happiness and success of each child
- To promote children's independence and self-esteem through enabling their success

Communication



- To treat children at all times in a manner consistent with specific school policies and the broader ethos of the school
- To maintain and foster links with parents / families through formal and informal parents' meetings and other meetings as necessary.

Teamwork

- To participate in all necessary duty rotas within and around the school day
- To co-operate with colleagues in teaching and curriculum planning and to provide cover for teachers as the need arises
- To maintain an appropriate and professional standard of personal appearance
- To support the school policies, procedures and development plans as defined by the school's Senior Leadership Team and Governing Body
- To participate in in-service training as part of career and curriculum development, in line with school needs
- To be in school during the 'school day' and for such additional hours as are necessary to discharge effectively all professional duties
- To have regard to the health and safety of children, staff, parents and visitors to the school
- To safeguard and promote the welfare of all children
- To have respect for the confidential nature of the post

PERSON SPECIFICATION

St Michael's Prep School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Our staff need to be:

- passionate about working with children
- committed to excellent provision for all children
- great communicators
- organised
- proactive
- efficient
- reliable
- flexible
- great team players
- computer literate
- eligible to work in the UK

Our Teaching Assistants need to have:

- a warm and encouraging manner
- experience of working with children in KS1, KS2 or KS3
- relevant qualifications NVQ Level 3 or equivalent
- strong literacy and numeracy skills (GCSE Grade C or above in English and Maths)
- the ability to plan learning activities for individuals and small groups
- experience of working with children with a range of emotional and behavioural difficulties
- the ability to form and maintain suitable relationships and personal boundaries with children and young people
- specialist curricular knowledge to support children's learning
- imagination, creativity and lots of energy
- patience and initiative
- an enhanced disclosure via the DBS (which the school would facilitate)
- a sense of humour

It is desirable for our Teaching Assistants to have:

- Level 1 Safeguarding Training
- First Aid / Paediatric First Aid Certificate
- Food Hygiene Level 1 Qualification if applying for KS1