



## Primary Higher Needs Funded Teaching Assistant



*"We show love and compassion for others by truly helping them, and not merely talking about it."*

**1 John 3:18**

**We are committed to excellence. We believe in choice.**

Our mission is to make sure that all children, regardless of their background, receive a great education that lead to real choices in life.

Our staff are committed to our pupils and students and know the importance of delivering an exceptional standard of education.

Our pupils and students value learning, they are committed to their studies and always give their best.

We expect every John Wallis student to graduate from our Academy with the qualifications, skills and confidence to achieve their ambitions and go on to higher education or their chosen career.

### **Our Distinctive Christian Vision**

We are a proud to be a Church of England Academy. We serve children of all faith and those with none.

Our Christian values are embedded within the heart and soul of our Academy. They are central to everything we do. Based on the teachings of Jesus, and the stories he told, our school community follow his example in treating everybody as an individual. Our Bible verse provides a living example for how we choose to live our lives. "We show love and compassion for others by truly helping them, and not merely talking about it."

In judging others by their deeds, not their words. In being, rather than seeming.

Jesus said "I am the light of the world. Whoever follows me will never walk in darkness, but will have the light of life." (John 8:12)

Our Christian values of 'Love, Integrity, Generosity, Hope and Tolerance' (LIGHT) are all taught explicitly. They are a vehicle for delivering our school vision and provide a framework for how we at strive to behave each day. We do not simply talk about excellence; we are committed to it.

## **A message from the Principal**

As a Church of England Academy, we are inclusive of all regardless of creed, colour, race, gender, sexual orientation or ability. We hope to transform the lives of our pupils and students and our wider community by putting our core values of love, integrity, generosity, hope and tolerance (LIGHT) into action. As such, all should feel welcome and respected. Schools are, in part, measured by academic success. Pupils and students know this. We must help and enable each pupil and student to succeed to the best of their ability by providing high quality lessons and an appropriate curriculum for our pupils and students.

Mr Damian McBeath



| <b>The Post(s)</b> |                                                       |
|--------------------|-------------------------------------------------------|
| Job Title:         | <b>Primary Higher Needs Funded Teaching Assistant</b> |
| Reference:         | X00234 – X00236                                       |
| Reports to:        | <b>Vice Principal</b>                                 |
| Responsible for:   | None                                                  |

**Main Purpose of the Role**  
Assist in the educational and social development of individual pupils under the direction and guidance of the Principal, SENCO and class teachers to ensure they attain the targets set under their individual educational programmes.

**Main Duties**

- The post-holder will be responsible for:**
- Assisting teachers with learning activities ensuring health and safety and good behaviour of pupils. Support the pupils in accessing learning activities as directed by the teacher to enable pupils' progress towards their targets. Be aware of and support differences to ensure all pupils have equal access to opportunities to learn and develop.
  - Provide clerical/administrative support (e.g. typing, photocopying) and undertake basic record keeping in respect of pupil learning, behaviour, child protection etc as directed in order to support the teacher to deliver the specific learning programmes set for individual pupils.
  - Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure students' wellbeing.
  - Contribute to the overall work/aims of the Academy and appreciate and support the role of colleagues and other professionals to enable the Academy to fulfil its development plans etc.
  - Undertake training and other learning activities and attend relevant meetings (within contracted hours) as required to ensure own continuing professional development.
  - Ensure the maintenance of a clean, orderly and safe working environment making sure that equipment/resources/materials are set out on time and as per instructions received and used safely to enable pupils to meet their learning targets.
  - any other duties, which from time to time may be required and be relevant and commensurate with the role, as deemed necessary by the Principal.

**Key Areas of Work**

- Necessary Experience**
- Good standard of general education (i.e. NVQ level 2 or equivalent) together with good numeracy and literacy skills.
  - Previous experience (1-2 years) of working with children.
  - Use of basic technology.
  - Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.
  - Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly.
  - Good influencing skills to encourage students to interact with others and be socially responsible.

#### **Scope for Impact**

- Support staff in schools make a strong contribution to pupils' learning and achievement. Teaching Assistants provide support to teachers and schools allowing qualified teachers to make even more effective use of their time, professional knowledge, skills and understanding.
- Teaching Assistants contribute to pupils' learning and will have a significant impact on pupils' achievement.

#### **Job Context**

- Teaching Assistants will be expected to work effectively with individual students under the direction and supervision of a class teacher. They will contribute to, and need to demonstrate skills in, planning, monitoring, assessment and class management.
- Teaching Assistants will also be expected to work as part of the Academy team and contribute to plans to ensure the Academy meets its aims.
- The post holder must work within the relevant policies, codes of practice and legislation reporting any concerns to the relevant person.
- The post holder must have good communication skills to be able to inform, persuade, inspire and motivate pupils and provide feedback to other professionals and parents as required



| <b>Person Specification</b>                                                                                                                                                                     |           |           |                            |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|----------------------------|
|                                                                                                                                                                                                 | Essential | Desirable | Method of assessment       |
| <b>Qualifications and Training</b>                                                                                                                                                              |           |           |                            |
| Hold a good standard of education (NVQ Level 2 or equivalent);                                                                                                                                  | X         |           | Application Form/Interview |
| Previous Experience of working with Children (1 – 2 years)                                                                                                                                      | X         |           | Application Form/Interview |
| Proficient in use of Microsoft Office, Word, Excel, Outlook etc                                                                                                                                 | X         |           | Application Form/Interview |
| <b>Experience and Knowledge</b>                                                                                                                                                                 | Essential | Desirable |                            |
| Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality                                                            |           | X         | Application Form/Interview |
| Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly.                                                                        | X         |           | Application Form/Interview |
| Good influencing skills to encourage students to interact with others and be socially responsible.                                                                                              | X         |           |                            |
| <b>Skills and Attributes</b>                                                                                                                                                                    | Essential | Desirable |                            |
| Demonstrable skills in, planning, monitoring, assessment and class management.                                                                                                                  | X         |           | Application Form/Interview |
| Demonstrable ability to communicate effectively in both oral and written form - for writing learning and support plans, reports on pupil/student progress, and training and guidance for staff. | X         |           | Application Form/Interview |
| Creative and innovative.                                                                                                                                                                        |           | X         | Application Form/Interview |
| Excellent facilitation and presentation skills suitable up to and including senior managers.                                                                                                    |           | X         | Application Form/Interview |
| Data and IT literate with good IT skills.                                                                                                                                                       |           | X         | Application Form/Interview |
| Good influencing skills to encourage students to interact with others and be socially responsible.                                                                                              |           | X         | Application Form/Interview |
| Excellent organisation and time-management skills - needed for prioritising and balancing a busy and varied workload.                                                                           |           | X         | Application Form/Interview |
| Empathy and emotional intelligence - in order to recognise and be sensitive to the needs of pupils/students and parents.                                                                        |           | X         | Application Form/Interview |
|                                                                                                                                                                                                 |           |           |                            |



| Qualities                                                                                             | Essential | Desirable |                            |
|-------------------------------------------------------------------------------------------------------|-----------|-----------|----------------------------|
| Able to confidently liaise with senior colleagues including in formal settings.                       |           | X         | Application Form/Interview |
| Confident in operating flexibly and pragmatically in the face of shifting expectations and pressures. | X         |           | Application Form/Interview |
| Personal and professional authority and resilience.                                                   | X         |           | Application Form/Interview |
| Empathetic, tactful and diplomatic.                                                                   | X         |           | Application Form/Interview |
| Solution focused, working collaboratively and collegially with colleagues and stakeholders.           | X         |           | Application Form/Interview |
| Excellent inter-personal skills.                                                                      |           | X         | Application Form/Interview |



## Terms of Appointment

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|                        |                                                                                                                                                                       |
|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Contract type          | Fixed Term (Term Time)                                                                                                                                                |
| Hours of work          | Up to 25 hours per week                                                                                                                                               |
| Grade and Salary range | Band B (Kent range 3)<br>£18,039                                                                                                                                      |
| Annual leave           | 25 days, rising to 27 days after the completion of five years' service. With part-time and part-year (temporary) posts, annual leave is pro rata to this entitlement. |