



Primary 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



The Post(s)

Job Title:	Primary Teaching Assistant
Reference:	X00111
Reports to:	Vice Principal
Responsible for:	None

Main Purpose of the Role

Assist in the educational and social development of 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, display.) and undertake basic record keeping in respect of pupils learning, behaviour, child protection etc as directed in order to support the teacher to deliver the specific learning programmes set for each pupil.
- 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 pupils' 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 students 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 pupils 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 pupils and/or small groups 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

Person Specification			
	Essential	Desirable	Method of assessment
Qualifications and Training			
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
Experience and Knowledge	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		
Skills and Attributes	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

Contract type	Permanent (Term Time)
Hours of work	37.5 hours per week The standard weekly hours of work are 8.00am to 16:00 pm Monday to Friday).
Grade and Salary range	Band B (KR3) £18,039 Pro Rata
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.