



St Michael's Prep School

The Joy & Wonder of Learning



Teaching Assistant / Learning Support Assistant 1:1 (Maternity Cover)

**Salary: £23,087.70 (pro rata full
time term time + INSET
salary £17,521.92)**

Actual salary £8,760.96

To start: January 2022

Part Time: 20 Hours per week

**Monday and Thursday 8am – 4pm,
Friday 8am - 12 noon**

**Application Deadline:
Monday 29th November 2021
9am**

**Interview Date: Week
commencing 6th December
2021**



St Michael's Prep School is a co-educational day school, rated 'Excellent' by the ISI in March 2017 with approximately 460 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 2 (KS2) or Key Stage 3 (KS3)? 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 /Learning Support Assistant (1:1).

We are looking to appoint a Teaching Assistant/ Learning Support Assistant on a maternity cover basis from January 2022 until, either the member of staff returns to work or until 26.06.2022, whichever is sooner. The appointed person will assist teachers in the classroom and provide 1:1 support pupils with additional needs, currently in KS2 and KS3. We are looking for someone experienced in working with young children who need encouragement, explanation, consistent boundaries and stimulation following the child's interests and aptitudes. You must be committed to helping to provide an inclusive education and be passionate about improving the outcomes for all pupils.

The successful candidate will be caring and gentle, with the ability to quickly assess the child's needs. You will need to work closely with the teaching team, to ensure that the child's needs are met at every level. You will be able to follow recommendations from professional reports and incorporate these into the school routines, feeding back to other staff and parents where and when necessary.

To apply for this post, please complete a non-teaching application form downloadable from our website and send a letter of application including details of what skills, qualities and experience you have any why you would like to apply for the position. Both documents must be in MS Word or PDF format only please.

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

APPLICATION DEADLINE: 9am Monday, 29th November 2021

INTERVIEW DATE: Week commencing 6th December 2021

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 / LEARNING SUPPORT ASSISTANT

RESPONSIBLE TO:

- Director of Learning Development
- Deputy Heads of Prep
- Head of 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 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
- Provide 1:1 support to AEN children when required

KEY RESPONSIBILITIES

Supporting Teaching and Learning

- To assist, as directed, the work of individuals and small groups which may include developing learning resources
- Use experience to support all pupils' learning and support the promotion of positive behaviour
- Supervise and provide support for pupils both in class and at other times
- Liaise with class teachers and the Director of Learning Development to track progress of children
- 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



1:1 work with AEN Pupils

- To aid the pupil to learn as effectively as possible both in group situations and on his/her own by, for example:
 - clarifying and explaining instructions
 - ensuring the pupil is able to use equipment and materials provided
 - motivating and encouraging the pupil as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to pupil's needs
 - assisting in all weaker areas of school life.
 - using praise, commentary and assistance to encourage the pupil to concentrate and stay on task
 - liaising with class teacher, Director of Learning Development and other professionals about Education and Health Care Plans (EHCPs), contributing to the planning and delivery as appropriate
 - helping to make/modify appropriate resources to support the pupil

- To establish supportive relationships with the pupil concerned
- To promote the acceptance and inclusion of the pupil with AEN, encouraging pupils to interact with each other
- To give positive encouragement, feedback and praise to reinforce and sustain the pupil's efforts and develop self-reliance, self-esteem and a can-do attitude.
- To support the pupil in developing social skills both in and out of the classroom, playground, grounds.
- To support the use of ICT in learning activities and with specific programmes to support learning
- When working with a group of pupils, understand and use group dynamics to promote group effectiveness and support group and individual performance
- To know and apply school policies on Safeguarding, Health and Safety, Behaviour, Teaching and Learning, Equal Opportunities etc.
- Where appropriate to develop a relationship to foster links between home and school, and to keep the school informed of relevant information
- To be aware of confidential issues linked to home/pupil/teacher/school
- To contribute towards reviews of the pupil's progress as appropriate
- To comply with legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment
- To take part in training activities offered by the school to further knowledge and skills of working with a child with specific learning difficulties



- To be willing to support playground/break time supervision e.g. educational games
- To accompany teacher and pupils on educational visits

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:

- Fully qualified and eligible to work in the UK
- passionate about working with children and developing young lives
- committed to excellent provision for all children
- great communicators
- organised
- proactive
- efficient
- reliable
- flexible
- great team players
- computer literate
- sympathetic to the Christian ethos and values of the school

Our Teaching Assistants / Learning Support Assistants need to have:

- a warm and encouraging manner
- experience of working with children in KS2 or KS3
- relevant qualifications NVQ Level 3 or equivalent (if this qualification is not held, you may still apply for this post, but the salary would be at a lower amount of FTE £19,772.70, term time full time salary £15,005.00, actual salary £7,502.50)
- 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
- specialist curricular knowledge to support children's learning
- imagination, creativity and lots of energy
- patience and initiative
- commitment
- the strength to work with challenging behaviours
- an enhanced disclosure via the DBS (which the school would facilitate)
- a sense of humour

It is desirable for our Teaching Assistants / Learning Support Assistants to have:

- Level 1 Safeguarding Training (the school can facilitate this if not already held)
- First Aid Certificate (the school can facilitate this if not already held)





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"At St Michael's we work as a team: teachers, pupils and parents."

-Deputy Head of Pre-Prep