



St Edward's
CHELTENHAM

Job Description

Our whole school is committed to safeguarding and promoting the welfare of children and young adults and expects all staff and volunteers to share this commitment.

<p>Post title:</p> <p>Hours of work:</p> <p>Remuneration:</p> <p>Responsible to:</p>	<p>Teaching Assistant</p> <p>Monday - Friday, 8:00 am to 4:30 pm, Term time only</p> <p>Commensurate on experience</p> <p>Head</p>
<p>Main Responsibilities:</p>	<p>To support the class teacher and the Headteacher in supporting children across the school.</p> <ul style="list-style-type: none"> • To be an effective teaching support within the class. To follow the lead and guidance of the class teacher providing for the range of needs of the children within the class. • Prepare resources as requested by the class teacher. • To work collaboratively with parents, carers and staff for the achievement and well-being of all pupils. • To promote the agreed vision of the school and to create a sense of purpose and pride in the school. • To support colleagues where appropriate in the implementation of whole school policies. • To keep up-to-date with staff training, including that which is delivered online. • To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example. • To manage yourself and your professional relationships well. • To commit to your own continuing professional development. • Implement equal opportunities in all aspects of school life. • Implement all school policies and procedures. • Promote the welfare and safeguarding of all pupils. • To undertake other reasonable requests from the class teacher or Head as and when required. <p>This list is not intended to be exhaustive</p>
<p>Subject Knowledge & Understanding</p>	<ul style="list-style-type: none"> • To have a thorough and up-to-date knowledge and understanding of the subjects being taught, level descriptors and specifications for examination courses. • To keep up to date with research and developments in pedagogy and the subject areas.

Professional Standards & Development	<ul style="list-style-type: none"> • To be a role model to pupils through personal presentation and professional conduct. • To arrive in class before the start of the lesson, and to begin and end lessons on time. • To cover for absent colleagues as is reasonable, fair and equitable. • To co-operate with the employer in all matters concerning Health and Safety and specifically to take reasonable care of their own Health & Safety, and that of any other persons who may be affected by their acts or omissions at work. • To be familiar with the School's handbooks and support all the School's policies, e.g. those on Health and Safety, Safeguarding etc. • To establish effective working relationships with professional colleagues and associate staff. • To strive for personal and professional development through active involvement in the School's appraisal system and performance management procedures. • To be involved in extra-curricular activities such as making a contribution to after-school clubs and visits. • To liaise effectively with parent/carers and with other agencies with responsibility for pupils' education and welfare. • To be aware of the role of the Governing Body of the School and to support it in performing its duties. • To complete the on-line training courses as required by the school • To provide the documentation required to carry out a DBS check. • To be familiar with and implement the relevant requirements of the current SEN Code of Practice. <ul style="list-style-type: none"> ○ To consider the needs of all pupils within lessons (and to implement specialist advice) especially those who: <ul style="list-style-type: none"> ○ have SEN; ○ are gifted and talented; ○ are not yet fluent in English. • To up hold the school's core values.
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Person Specification

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	Essential	Desirable	Method of assessment
Qualifications:	<ul style="list-style-type: none"> • A teaching assistant qualification or the equivalent gained through experience. 	<ul style="list-style-type: none"> • Further qualifications regarding child protection and/or SEN. 	<ul style="list-style-type: none"> • Contents of the Application Form • Interview • Professional references
Experience:	<ul style="list-style-type: none"> • Experience of working with or caring for children preferably within an educational context. • Experience managing challenging behaviour. 	<ul style="list-style-type: none"> • Recent experience of working in education. • Experience dealing with pupils with SEN. 	<ul style="list-style-type: none"> • Contents of the Application Form • Interview • Professional references

Skills:	<ul style="list-style-type: none"> • High level of personal and professional commitment. • An ability to strike a good Rapport with students, staff and parents. • Being a positive role model. • An ability to communicate effectively both verbally and in writing. • Good literacy and numeracy skills. 	<ul style="list-style-type: none"> • An up to date, working knowledge of relevant Health & Safety and Education legislations. 	<ul style="list-style-type: none"> • Contents of the Application Form • Interview • Professional references
Personal competencies and qualities:	<ul style="list-style-type: none"> • A genuine enthusiasm for working with children. • To be committed to actively support the visions, aims and ethos of the school. • The ability to remain calm in many situations that involve children, adults and wider members of the school community. • Flexible, adaptable and enthusiastic. • Collaborative team player. • A willingness to contribute to extra-curricular activities and other aspects of school life. 	<ul style="list-style-type: none"> • A strong commitment to continued personal development. 	<ul style="list-style-type: none"> • Contents of the Application Form • Interview • Professional references