



Job Description and 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.	
Job Title:	Teaching Assistant - 2 Hours Per Day, 3 Days Per Week (Fixed Term Until the End of the Academic Year)
Summary of the role:	To provide small-group support in Mathematics and English for pupils under the direction of the class teacher. The role will be for 2 hours per day, three days per week (Monday, Tuesday and Wednesday, 8.30am-10.30am), until the end of the academic year
Line management responsibility for:	None
Main duties and responsibilities:	• Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact. • Support pupils' learning and development under the general direction of the Head of Junior School and class teachers. • Contribute to the educational progress and wellbeing of pupils within the class. • Uphold the School's aims, values and policies, having due regard for children's learning and the requirements of the National Curriculum. • Work collaboratively with colleagues to support high standards of teaching, learning and pastoral care. • Undertake any other comparable duties as reasonably required by the Head or line manager from time to time.
Line management duties and responsibilities	• N/A

You may also be required to undertake such other comparable duties as the Headmaster or your line manager requires from time to time.



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	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
Qualifications	<i>The professional, technical or academic qualifications that the Applicant must have to undertake the role or the training that they must have received</i> • A minimum of 5 GCSEs (or equivalent) including Maths and English • A recognised Teaching Assistant qualification	<i>The professional, technical or academic qualifications that the Applicant would ideally have to undertake the role or the training that they should ideally have received</i> • NVQ (or equivalent) in a child related subject area or other suitable experience of working with children in a school setting • Additional qualifications relating to education or child development	Production of certificates Discussion at interview Verification of qualifications
Experience	<i>The categories of work or organisations, types of achievements and activities that would be likely to predict success in the role</i>	<i>The categories of work or organisations, types of achievements and activities that would be likely to contribute to success in the role</i> • Experience in supporting children with	Contents of the application form Interview



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	Knowledge and experience of working with children in a Junior School setting	- special educational needs and disabilities (SEND) - Experience in working with children across the Junior School phase	Professional references
Skills	<i>The skills required by the Applicant to perform effectively in the role</i> - Ability to work collaboratively within a team and build positive relationships - Effective behaviour management skills - Flexible and adaptable approach to work - Ability to use initiative and think creatively - Supportive and professional approach when working with staff, pupils and parents - Practical, organised and resourceful - Strong communication and interpersonal skills - Ability to build positive relationships with children, colleagues and parents	<i>The skills that would enable the Applicant to perform effectively in the role</i> Strong non-verbal communication skills with the ability to recognise when others may need support	Application form Interview Professional references



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	• Ability to provide in the moment feedback and mark work according to the marking policy • Enthusiasm, positivity and a good sense of humour		
Knowledge	<i>The knowledge required by the Applicant to perform effectively in the role</i> • Competent in the use of IT to support learning and administrative tasks • Understanding of the importance of modelling positive relationships and maintaining a calm, productive learning environment • Understanding and respect for diverse backgrounds, cultures, faiths and experiences of others • Ability to work effectively with colleagues to support the aims and values of the school whilst maintaining high professional standards	<i>The knowledge that would enable the Applicant to perform effectively in the role</i> • Knowledge of current curriculum practice • Understanding of effective home-school communication and partnership working with parents • Knowledge of how to support the class teacher in creating a safe, stimulating and engaging classroom environment	Application form Interview Professional references



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Personal competencies and qualities	<i>The personal qualities that the Applicant requires to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people</i> • A genuine commitment to helping children and young people flourish • Motivation to support children and young people • Ability to establish and maintain appropriate professional boundaries • Support for our Quaker principles and values • Emotional resilience in working with challenging situations and behaviours • Positive and professional attitude towards authority, behaviour management and safeguarding • Empathy, consideration and kindness • Flexibility, adaptability and strong organisational skills • Excellent communication skills	<i>The personal qualities that would assist the Applicant to perform effectively in the role</i>	Application form Interview Professional references
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	• Strong commitment to the wider life of the school community • Ability to work independently and use initiative • Able to remain calm and effective under pressure • A positive outlook and sense of humour • Calm, patient and professional demeanour		
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