



Christopher Rawlins CE Primary School Headteacher: Mrs Sarah Smith

Teaching Assistant Vacancy

Grade 4 (Teaching Assistant) – 3 days a week – 8:45-3.15, 16.5 hours per week
Grade 2 (Lunchtime Supervisor) – 12-2.30, 1.5 hours per week

[From W/B 6th June 2022 \(Term 6\)](#)

Required from June 2022 an enthusiastic and experienced Teaching Assistant to join our dedicated staff team as part of our Key Stage 2 Team. There is a half an hour per day lunchtime supervisor role within this position too.

We are looking for a teaching assistant to carry out a range of duties and applicants should be able to deliver learning activities with an individual child, group of children as well as work with children in a classroom setting to support and challenge them. You will work with dedicated teachers to meet the learning needs of our wonderful children in KS2.

Our teaching teams plan and work collaboratively and value teaching assistants wanting to make valued contributions to the planning, teaching and outcomes for all children. With a varied range of work, you will support individuals and groups in Phonics, English and Maths lessons and within the wider curriculum. All our TA's support the social and emotional aspects of learning for our pupils and actively contribute to the wider life of our school. They receive regular professional development and contribute to a wide range of school development projects.

The successful applicant will work in a variety of ways with pupils encouraging them to work within the classroom environment successfully. They will also have high expectations of achievement and behaviour across the phase and will be able to inspire children in a caring, positive and creative learning environment.

We offer a very warm and friendly school environment with supportive colleagues, parents/carers and Governors.

Please complete an application form online at: <https://www.odst.org.uk/vacancies>

Our pupils are really excited about their learning, and we are too! This is a great opportunity to come and work with us. Visits to the school are warmly welcomed. An application pack can be posted or collected on request. For further details please contact us on (01295 810497) or email: office.3453@christopher-rawlins.oxon.sch.uk

CLOSING DATE: Monday 16th May 2022
ANTICIPATED INTERVIEW DATE Friday 20th May 2022

CVs will not be accepted.

ODST and Christopher Rawlins CE Primary School are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post involves the type of work with children and young people that requires applicants to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post. All applicants are considered confidentially and according to the nature of the role and information disclosed.

CHRISTOPHER RAWLINS CE PRIMARY SCHOOL

Job Description for: Teaching Assistant

Salary Grade: 4

Key Role:

To work under the guidance of teaching staff to implement agreed work programmes or enable access to learning with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and may involve assisting the teacher in the whole planning cycle and the management/ preparation of resources. To contribute to the whole school ethos, environment and organisation both practically and as a positive role model for pupils and colleagues.

Specific Duties and Responsibilities

1. Support for Pupils

- To support pupils' development and promote independence in a safe, secure, challenging environment employing strategies to recognise and reward achievement of self-reliance
- To support the learning of individuals and groups of pupils as identified in the weekly curriculum planning, class plan and to act as a role model, setting high expectations
- To focus on individual pupils to ensure their needs are being met within the group
- To work with other staff to develop and implement the personal profiles for pupils
- To encourage pupils to interact and work co-operatively with others
- To observe, record and support the development and progress of pupils to identify individual needs and difficulties and to feed back to pupils in relation to their progress and achievement
- To promote the inclusion and acceptance of all pupils within the classroom.

2 Support for Teachers

- To discuss with teachers the daily/weekly programme of lessons, activities and events in order to support pupils and adjust lessons/work plans as appropriate
- Occasional supervision of the class in the course of short term absences of teachers focusing on maintaining good order and to keep pupils on task under the guidance of teaching staff and within an agreed system of supervision
- To liaise with other professionals to ensure an appropriate learning environment
- To set out, prepare, use and tidy equipment
- To promote home school partnerships
- To monitor and evaluate pupil's responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- To provide objective and accurate feedback and reports as required to the teacher on pupil achievement progress and other matters ensuring the availability of appropriate evidence
- To be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as required
- To administer and assess routine tests and assist in the invigilation of exams/tests as agreed with the teacher
- To provide general clerical support, e.g. administer coursework, produce worksheets for agreed activities, photocopying, filing, etc
- To work with an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence.

3. Support for the Curriculum

- To prepare, plan and manage specific activities/teaching programmes, adjusting activities according to pupils' responses/needs
- To set out and prepare equipment indoors and outdoors
- To implement local and national learning strategies, e.g. English, Maths, and make effective use of opportunities provided by other learning activities to support the development of relevant skills
- To deliver Phonics session daily following a specific scheme
- To support the use of ICT in learning activities and develop pupils' competence and independence in its use
- To help pupils access learning activities through specialist support
- To determine the need for, prepare and maintain general and specialist equipment and resources

4. Support for the School

- To promote the policies and ethos of the school, e.g. personal, emotional and social and to promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour
- To display pupils work to reflect their achievement
- To supervise pupils on outings and visits as required
- To attend TA/staff meetings as required
- To be aware of and comply with policies and procedures relating to child protection, health, safety including safety and security and to refer all concerns to the Headteacher, receiving training where necessary from the school
- To treat all information relating to a pupil as strictly confidential, and to be aware of and comply with school policy and practice including GDPR, receiving training where necessary from the school
- To be a proactive member of the school and class team
- To participate positively and professionally in effective relationships with team members
- To establish constructive relationships and communicate with other agencies/professionals in liaison with the teacher, to support achievement and progress of pupils
- To attend relevant courses and learning activities in order to update knowledge as required
- To take opportunities to develop own areas of interest and expertise and to use these to advise and support others or to organise specific projects

GENERAL

The Teaching Assistant may be called upon to perform other duties that the Headteacher considers reasonable, that are commensurate with the grading and designation of the post. The Teaching Assistant will agree appraisal objectives which will help support School Development priorities, along with professional development needs. Training needs will be discussed in line with the school's Appraisal Policy. Teaching Assistants whose responsibilities are for a child with an EHCP will have at least one target with specific relevance to that child.

This job description will be reviewed at least annually, and any changes will be subject to consultation. The school's Grievance Procedure will be used to resolve any dispute arising out of the job description. Other relevant policies may be the County Council's Stress at Work Policy and the Dignity at Work Policy.