



# Graduate Teaching Assistant



## **A unique opportunity to join a passionate team of staff in a good and growing Primary School**

Grange is a small one form of entry inclusive school where every child is valued and supported to achieve their best. Grange was judged as good by Ofsted in 2013.

We are looking for an inspirational graduate Teaching Assistant to join the staff team from September 2017.

You will be responsible for delivering enriched teaching and learning to all pupils, helping them to achieve the best they can. The successful candidate will act as a role model to pupils and will strive to inspire a love of learning in all.

### **Our ideal candidate will:**

- be an effective teaching assistant with a focus on achieving excellent pupil attainment
- be highly skilled at delivering numeracy and literacy
- have the resolve and enthusiasm to make a real difference to the lives of pupils
- be committed to an ethos of high expectations and a growth mind-set

If you share our commitment to providing a good learning environment, then we look forward to hearing from you.

Visits to the school are warmly welcomed. Please contact the Headteacher's PA, Fran John-Lewis on 020 7476 5146, extension 102 for further details or to arrange a visit.

For an application form and further details please visit : <https://ats.jobsgopublic.com>

<b>Deadline:</b>	Ongoing
<b>Shortlisting:</b>	Ongoing
<b>Interview:</b>	Ongoing
<b>Salary:</b>	Scale 4
<b>Start date:</b>	September 2017
<b>Contract:</b>	Permanent

If you have any queries regarding your application, please contact the recruitment team on 020 8249 6900 or [enquiries@npw.so](mailto:enquiries@npw.so)

*Grange Primary School is committed to safeguarding children; successful candidates will be subject to an enhanced Disclosure & Barring Service check.*

# Job Description: Graduate Teaching Assistant

<b>Reporting to:</b>	Assistant Headteacher / Headteacher
<b>Start date:</b>	September 2017
<b>Salary:</b>	Scale 4
<b>Contract:</b>	Permanent

## Purpose of job

- To support children's learning and to share in the care and wellbeing of the children throughout the school.
- To support the emotional, behavioural and pastoral needs of all pupils, including children with SEN.
- To support individual and small groups of children in the curriculum to accelerate their learning
- To be involved in the planning, development and delivery of intervention strategies.
- To observe and monitor pupils progress and adapt agreed approaches to their particular needs.
- Provide support and assistance for children's pastoral needs (e.g. dressing, going to the toilet, the changing of nappies or the administration of an Epipen)
- To assist in the maintenance of children's records.
- To promote the school's values of Respect, Responsibility and Perseverance.

## To undertake all of the following:

- Work as part of a team and assist the class teacher to ensure quality education for the children.
- To promote the development of numeracy, language and speech, including providing additional support to children with special needs or to bilingual learners, by working alongside the class teacher.
- Be aware of and support school policies and procedures.
- Liaise with the teacher to support pupils in their learning
- Report any concerns regarding children's welfare or education, to the class teacher.
- Be aware of suspected or actual cases of child abuse, referring such matters to the appropriate designated person for further action.
- Under the direction of the teacher, liaise with parents as appropriate, maintaining sensitivity and confidentiality at all times.
- Assist with the reception and departure of children at the beginning and end of school sessions.
- Assist with maintaining good discipline throughout the school at all times, following school procedures. When directed escort and supervise pupils on planned visits/journeys.
- Assist and attend with seasonal events e.g. parents evenings, concerts and festivals
- To show a commitment to school life by running an extra-curricular club.
- Attend appropriate staff meetings and training days/events as requested.

### **When supporting in class:**

- It is the class teacher's responsibility to plan the learning in their class.
- Contribute effectively to the selection and preparation of teaching resources that meet the diversity of pupils' needs and interests.
- Monitor pupils' responses to learning tasks and modify their approach accordingly.
- Monitor pupils' participation and progress, providing feedback to teachers, and giving constructive support to pupils as they learning.
- Communicate effectively and sensitively with pupils to support their learning.
- Promote and support the inclusion of all pupils in the learning activities in which they are involved.
- Use behaviour management strategies, in line with the school's policy and procedures, which contribute to a purposeful learning environment.
- Recognise and respond effectively to equal opportunities issues as the arise, including by challenging stereotyped views, and by challenging bullying or harassment, following relevant policies and procedures.
- Organise and manage safely the learning activities, the physical teaching space and resources for which they are given responsibility.
- Ensure marking and feedback is in line with the school's policy.

### **Other Responsibilities:**

Any other duties required by the teacher or Headteacher within the scope of this post. The postholder shall ensure that the duties of the post are undertaken with due regard of the School's Health and Safety Policy and their personal responsibilities under the provision of the Health and Safety at Work Act 1974 and all other relevant subordinate legislation.

Signed \_\_\_\_\_ date: \_\_\_\_\_

*Please sign both copies of the job description. Retain one copy for your own reference and return the remaining copy to the school within 14 days of receipt. If a signed copy is not received within the 14 day timescale, it will be assumed that you have accepted the terms and conditions contained with*

Grange is committed to safeguarding and promoting the welfare of children and young people in our school. In order to meet this responsibility, we follow London Borough of Newham precise employment selection process. This process can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.

