



Appointment of Teaching Assistant (Temporary)

Wakefield Grammar Pre-Preparatory School

From January 2022 a TA is required. This is a temporary post.

Post Title:	Teaching Assistant (Qualified)
Responsible to:	Head of Wakefield Grammar Pre-Preparatory School
Job Purpose:	Working in KS1, under the guidance of teaching/senior staff and within an agreed system of supervision to support and assist in the implementation of agreed work programmes with individual pupils/groups, as well as the pastoral care of the pupils in and out of the classroom.
<u>Policy/Strategic direction and development:</u>	
<p>A. Contribute to the whole school strategic plan, as required by the Head</p> <p>B. To take some responsibility to ensure that strategies are embedded</p>	
<u>Main Duties and Responsibilities:</u>	
<p>A. Work alongside other members of the team and with teachers to establish and maintain an appropriate learning environment.</p> <p>B. To liaise with and work alongside others in producing displays.</p> <p>C. Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.</p> <p>D. Set up the learning environment as directed for activities, maintaining a tidy area and clearing away at the end of the school day.</p> <p>E. To work, on a one to one basis or a small group of pupils, as directed and instructed by the teacher, ensuring learning activities are recorded and progress noted.</p> <p>F. To work with individuals or small groups of pupils providing support as required in all aspects of the curriculum.</p> <p>G. To support the teacher by carrying out whole group activities when asked to do so.</p> <p>H. To assist the teacher with pastoral matters.</p> <p>I. Under the direction of the teacher, monitor and evaluate pupil responses to learning activities through observation and recording achievement.</p> <p>J. Provide objective and accurate feedback and reports as required to the teacher.</p> <p>K. Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents and/or reporting any concerns as necessary in line with established policy and encourage pupils to take responsibility for their own behaviour.</p> <p>L. To produce teaching resources and perform regular administrative tasks as required e.g. preparing workbooks, photocopying, filing etc.</p> <p>M. To accompany and supervise pupils on visits, trips and out of school activities as required with emphasis on the learning objectives of the activity.</p> <p>N. Playground supervision and other supervision of pupils e.g. in the dining hall to oversee the health, safety and general behaviour of the children.</p> <p>O. Attend to the children's physical welfare, provide support when ill and act as first aider as part of a team.</p>	

Extra-curricular activities

- A. Actively promote interest in subjects/ issues outside the immediate physical and timetabled confines of the department.

Communications / Marketing and external links, including public occasions

- A. Actively promote learning and teaching within the school community to staff, students and parents.
B. Contribute to the positive promotion and marketing of the school in the local and wider community.
C. Actively contribute to marketing events and external links.

Management of resources

- A. Ensure that all resources are fit for purpose and used in accordance with H&S guidelines.

General

- A. To be aware of and understand the role that all staff have in relation to the safeguarding of pupils and to comply with policies and procedures relating to Safeguarding and Child Protection, reporting all concerns to the Designated Safeguarding Lead.
B. To comply with policies and procedures relating to health and safety, security, confidentiality and data protection/GDPR, reporting all concerns to the appropriate person.
C. Contribute to the overall ethos of the School.
D. Attend relevant staff meetings or other meetings as required.
E. Attend Inset Days incorporating staff training, staff meetings, Information Morning on the first Saturday in October and additional events e.g. new parents evening as required (including where these may fall on non-contracted days).
F. To hold a First Aid qualification, including the emergency application of epi-pens and inhalers in accordance with agreed School procedures (if the post holder doesn't currently have this, they would be prepared to undertake the training to gain this qualification)
G. Any other duties that may be reasonably required within the grade and scope of the role.

PERSON SPECIFICATION – TEACHING ASSISTANT (QUALIFIED)

The following are the essential criteria to undertake the job competently:

- Relevant NVQ Level 2 qualification in Child Care for working with children.
- A minimum of one year's experience working with or caring for children, preferably in the age range 3 - 7
- Able to relate well to children and adults (colleagues and parents).
- Understanding of principles of child development and learning processes.
- Good literacy/numeracy skills.
- Excellent communication and interpersonal skills with the children, staff and parents.
- To be confident in using emails and Interactive White Boards.
- Able to use own initiative and work independently.
- Flexible and able to adapt to changing demands.
- Able to work constructively as part of a small team.
- Ability to use relevant technology e.g. ICT to support learning.
- Willing to participate in extracurricular activities.
- Patience, tact and diplomacy.
- Ability to maintain confidentiality and handle such information sensitively.
- Relevant knowledge of paediatric first aid (or willingness to be trained).
- An understanding of child protection.
- An empathy with the ethos and values of WGSF.

WAKEFIELD GRAMMAR SCHOOL FOUNDATION

ADDITIONAL INFORMATION FOR CANDIDATES TEACHING ASSISTANT – WAKEFIELD GRAMMAR PRE-PREPARATORY SCHOOL

- Wakefield Grammar School Foundation operates its own pay structure. The **actual** salary for the post is £6,565.98 for the duration of the contract (Grade G1, £19,774.00 FTE).
- The post is temporary until the 8th July 2022 and is Term Time only (including INSET). The total weekly hours are 25 per week, working Mondays to Fridays from 8.15 am until 1.15 pm.
- Annual holiday entitlement is 4 weeks holiday per annum (increasing to 5 weeks after 5 full years' service) and in addition 10 statutory days. A further 3 concessionary days are given at Christmas. Annual holiday entitlement is pro-rata for term time/part-time employees. Your pay includes your holiday pay entitlement and you are not allowed to take holidays during term time with this post.
- WGSF operates a money purchase pension scheme which employees are eligible to join on commencing employment. Contribution rates are currently 3.75% for the employee and 8% for the employer, based upon gross salary, with an option to increase up to 5.25% and 11% respectively.
- Free car parking at the Playing Fields.
- Access to our free 24 hour Employee Assistance Programme.
- Foundation staff are eligible for a discount on the fees in respect of their children attending Foundation schools (excluding the Nursery) subject to Foundation policy. Fee Remission is pro-rata for part time/term time employees.
- An offer of employment will be subject to the receipt of 2 references considered satisfactory to WGSF, a satisfactory DBS (Disclosure and Barring service) check, evidence of eligibility to work in the UK, relevant qualifications and a satisfactory health questionnaire. An appointment with the Foundation is also subject to the satisfactory completion of a probationary period of 6 months.
- WGSF is committed to safeguarding and promoting the welfare of children and young people.

General Information for the post of Teaching Assistant - WGPPS

Further details and an application form can be obtained from the recruitment section of our website www.wgsf.org.uk or by emailing the HR Department at jobs@wgsf.net

Applications by CV cannot be accepted.

Closing date: 9.00 am on Wednesday 1st December 2021.

Short listed candidates will be contacted as soon as possible after this date and invited to attend interview. If you have not been contacted within two weeks of the closing date please assume you have not been short listed.