

WAKEFIELD GRAMMAR SCHOOL FOUNDATION

JOB DESCRIPTION

Post Title:	Qualified Teaching Assistant
School:	Queen Elizabeth Grammar School, Junior Section
Responsible to:	QEGS Junior Section Senior Leadership Team (Head teacher and Director of Junior Section)
Responsible for:	Nil
Job Purpose:	To work under the guidance of teaching/senior staff and within an agreed system of supervision, support and assist in the implementation of agreed work programmes with individual pupils / groups, as well as pastoral care of the pupils in and out of the classroom.
Grade:	WGSF Grade G (Teaching Assistant)
Main Duties and Responsibilities:	<ul style="list-style-type: none">● Work with and alongside the teacher to establish and maintain an appropriate learning environment.● To liaise with and work alongside the class teacher in producing displays.● Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.● Set up the classroom as directed for activities, maintaining a tidy area and clearing away at the end of the school day.● To hear individual and guided reading, on a one to one basis or a small group of pupils, as directed and instructed by the teacher, ensuring all reading is recorded and progress noted.● To work with individuals or small groups of pupils providing support as required in all aspects of the curriculum including intervention programmes.● To support the teacher by carrying out whole class activities when asked to do so.● To assist the teacher with pastoral matters, as required.● To be involved with lesson planning, evaluating and adjusting work plans, if requested by the teacher.● Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement, keeping and updating records as agreed with the teacher.● Provide objective and accurate feedback and reports as required to the teacher.● 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.● To produce teaching resources and perform regular administrative tasks as required e.g. preparing workbooks, photocopying, filing etc.

- To accompany and supervise pupils on visits, trips and out of school activities as required with emphasis on the learning objectives of the activity.
- Playground supervision and other supervision of pupils e.g. in the dining hall to oversee the health, safety and general behaviour of the boys.
- Attend to the children's physical welfare such as changing after toilet accidents, sickness and support when ill.
- The Teaching Assistant will be expected to supervise children and organise regularly updated activities.

General

- 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.
- To comply with policies and procedures relating to health and safety, security, confidentiality and data protection/GDPR, reporting all concerns to the appropriate person.
- Contribute to the overall ethos of Wakefield Grammar School Foundation.
- Attend relevant staff meetings or other meetings as required.
- Attend staff training, staff meetings and additional events e.g. new parents evening as required (including where these may fall on non-contracted days)
- To hold, or agree to undertake training to achieve, a First Aid qualification, including the emergency application of epi-pens and inhalers in accordance with agreed School procedures.
- Any other duties that may be reasonably required within the grade and scope of the role.

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PERSON SPECIFICATION – TEACHING ASSISTANT

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

- 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 boys, staff and parents.
- To be confident in using the email facility.
- 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 extra curricular activities.
- Patience, tact and diplomacy.
- Ability to maintain confidentiality and handle such information sensitively.
- Relevant knowledge of first aid (or willingness to be trained).
- An understanding of child protection.
- An empathy with the ethos and values of WGSF.
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The following are the **desirable** criteria to undertake the job competently:

- Relevant NVQ Level 3 qualification for working with children.
- A minimum of one year's experience of working with or caring for children, preferably in the age range 7 - 11.

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ADDITIONAL INFORMATION FOR CANDIDATES TEACHING ASSISTANT – JUNIOR SECTION

- Wakefield Grammar School Foundation operates its own pay structure. The **actual** starting salary for the post is £6,407.70 for the duration of the contract (Grade G1, £20,670.00 FTE).
- The post is permanent, working from 1.00 pm to 4.00 pm, Monday to Friday, 15 hours per week, term time only (excluding INSET days).
- 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. Holiday entitlement is pro-rata for part timers.
- WGSF offers a money purchase pension scheme, and eligible employees are contractually enrolled into the scheme on commencing employment. Contribution rates are currently 3.75% for employees and 8% for the employer, with the opportunity to make additional contributions up to a total of 5.25% for employees and 11% for the employer.
- 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.
- Free car parking available at the Playing Fields.
- Subsidised school lunches (during term time only).
- An offer of employment will be subject to the receipt of 2 references considered satisfactory to WGSF, the completion and receipt of a satisfactory enhanced DBS (Disclosure and Barring Service) check and a Disqualification Check (if applicable to the role and setting within which you will work), evidence of eligibility to work in the UK and a satisfactory health questionnaire.
- Website: www.wgsf.org.uk

Application details:

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 for applications: 9.00 am on Friday 8 July 2022.

Interviews: Wednesday 13th July 2022.

