

## **Job Description – Junior School Teaching Assistant**

*With responsibility for breakfast club and medical room cover*

### **About St Gabriel's:**

We are proud that a St Gabriel's education allows our pupils, from nursery, through Junior and Senior School, to the Sixth Form to move seamlessly on to the next stage of their education with a lifelong intellectual curiosity, the ability to question and challenge and a confidence and belief in their ability.

While justifiably proud of our pupils' academic results, we see education as being so much more than numbers and grades; we believe strongly in an all-round education and are eager for our pupils to enjoy their educational journey.



Providing an exceptional educational experience for children of families within and surrounding the Newbury area has always been our focus. In the last decade, we have successfully established Sandleford Nursery and extended the co-educational offering of our Junior School to Year 6. We are therefore, both delighted and proud to extend our co-educational offering to the Senior School from September 2022.

**Role overview:** You will support the development and care of the pupils at St Gabriel's, ensuring that each child is positively encouraged to develop his/her potential. The Teaching Assistant (TA) will assist both the Classroom Teacher and the Head of Junior School in establishing an ethos of enthusiasm for learning and development through play and formal teaching. In addition, the role will provide support to children in Junior Breakfast Club and provide cover in the Medical Room during the School Nurse's lunchbreak.

He/she will also contribute to the maintenance and development of the profile of the Department both in school and in the wider community.

**Reporting to:** Head of Juniors

**Hours of work:** 7.30-14.00 Monday to Friday, term time only

### **Responsibilities:**

- 1) Support the Teacher in implementing the appropriate curriculum according to the year group.
- 2) Support the provision and preparation of appropriate classroom activities.
- 3) Promote/undertake positive communication with parents whenever necessary.
- 4) Keep up to date with, and support delivery of curriculum developments and teaching techniques.

- 5) Promote and utilise outdoor learning.
- 6) Implement pupil safety procedures for the end of the session/day.
- 7) Ensure classrooms are vibrant learning environments with effective displays of children's work both in the classroom and other designated areas.
- 8) Arrange, or assist in the arrangement of regular extra-curricular visits or support clubs that promote learning and the enjoyment of learning.
- 9) Accompany the children on extra-curricular visits, clubs or workshops as required by the Teacher or the Head of Junior School.
- 10) Focus support and development of each child through pastoral care.
- 11) Promote positive behaviour at all times.
- 12) Maintain an ethos of mutual trust and respect in an environment that is free from the fear of ridicule.
- 13) Ensure the safety of children within the classroom and playground in accordance with the school's Health and Safety policy.
- 14) Assist in the procedures for Risk Assessment – daily, weekly and annually.
- 15) Accompany the children to assemblies or specialist classes.
- 16) Assist children with self-care especially toileting and hand washing.
- 17) Provide supervision duties as required in and around the classroom.
- 18) Attend Open Mornings, Parent's Evening, Welcome Meetings and Parent Workshop's, School Fete and any other such events as the Head of Junior School may reasonably require.
- 19) Implement the provisions of the school's Child Protection policy.
- 20) Promote equality of opportunity for all children.
- 21) Take part in Professional Development Programmes and appropriate study for appropriate qualifications.
- 22) Attend INSET days.
- 23) Assist in the day to day organisation, preparation at the beginning of the day and general tidying of the classroom under the direction of the Classroom Teacher or Sandleford Curriculum Manager and/or Head of Juniors.
- 24) Support children's learning activities, on a one-to-one basis, in small groups or the whole class.
- 25) Participate in the staff rota system for playground supervision and lunchtime duties. Circulate amongst the children.
- 26) Ensure that children have had a good meal and a break.
- 27) Assist children with changing for PE/swimming etc.
- 28) Ensure equipment is used and stored correctly and safely.

- 29) Sort and organise children's home bags to include letters/home link books as necessary.
- 30) Render First Aid according to School procedures.
- 31) Undertake any other duties that fall within your capabilities and which may be reasonably required.

Whilst this position will generally be associated with a single class, staff are required to be flexible and work across all other areas of the school at the request of the Head of Juniors.

The post holder is responsible for promoting and safeguarding the welfare of children and young persons with whom he/she comes into contact and will adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children of the school, s/he must report any concerns to the school's Child Protection Officer or to the Principal.

**Person Specification:**

- A minimum Level 3 childcare qualification
- First aid qualification (desirable)
- Previous experience of working within the EYFS framework
- Able to motivate and encourage pupils
- Confidence, creativity and high standards of conduct
- Professionally discreet and able to respect confidentiality
- Ability to communicate effectively with parents, carers and other professionals
- Ability to work as part of a team, reliable, good time keeper, patient and caring

**To apply**

The St Gabriel's Confidential Application Form is available on the school website [www.stgabriels.co.uk](http://www.stgabriels.co.uk) or from Maria Wall, Human Resources 01635 555694. Completed forms should be returned by email to [hr@stgabriels.co.uk](mailto:hr@stgabriels.co.uk) or by post to Maria Wall, St. Gabriel's, Sandleford Priory, Newbury, Berkshire RG20 9BD.

Please submit application forms by **31<sup>st</sup> May 2022**. This position will commence on 5<sup>th</sup> September 2022.