

St. Michael's CE Primary School

Job Specification - Teaching Assistant post



St. Michael's CE Primary is a lovely school and one of which we are very proud. We have fantastic pupils who are keen to learn and a staff who are talented and committed. The ethos of the school is centred on excellent relationships between pupils and staff and is about learning and achievement for all, working together for the good of all.

If you are interested in our position of Teaching Assistant, then please read on and apply by filling out our application form.

St. Michael's is a stimulating place to work and because of this achieves excellent academic results, accolades for our work and outstanding Ofsted reports. We have a clear and targeted focus on learning and developing a love of learning. This applies to adults as well as children and we pride ourselves on our professional development opportunities and our commitment to staff development.

We are now looking to appoint an inspirational teaching assistant to join our fantastic team. This is an incredibly exciting opportunity for teachers looking for a new challenge and would thrive on the opportunities provided by joining an Outstanding school.

If you would like to arrange a visit to have an informal conversation with us please contact us for more information on info@stmichaels.wandsworth.sch.uk or look on our website: www.stmichaels.wandsworth.sch.uk

Admin Details

- Closing Date for applications: **THURSDAY 8TH JULY 2021: 12:00 NOON**
- Shortlisting and contact to candidates: **THURSDAY 8TH JULY**
- Interviews and observations of short-listed candidates: **TUESDAY 13TH JULY 2021**
- Required for: **SEPTEMBER 2021**
- Visits most welcome: Contact on 020 8874 7786
- Hours: Ideally 08:30 - 15:00 but negotiable
- Pay Range: Spinal point 2 (1C) - To be confirmed with successful candidate and hours

Class Teacher Vacancy

We are looking for a teaching assistant who is a passionate, innovative and collaborative individual who can inspire our children and be part of a wonderful team.

We are seeking to appoint an excellent teaching assistant to work full time in our wonderful Upper Phase (Year 5 and Year 6) from September 2021.

We 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 is subject to a satisfactory Disclosure Barring Service (DBS) and clear medical clearance.

We can offer you:

- Wonderful children who appreciate everything we do
- Brilliant colleagues who are dedicated and supportive
- Outstanding leaders - as recognised by Ofsted and SIAMS- who will provide constant support and development opportunities
- A very supportive parent/school community

For an application pack please refer to our [school website](#) where all the information can be downloaded.

An application pack can be downloaded from the Wandsworth Council website www.wandsworth.gov.uk/jobs Completed application forms should be returned to the school either by email or post.

- Please note that we only consider applications made on the [SDBE Application form](#). **Download this form, complete your application and return it to info@stmichaels.wandsworth.sch.uk.**
- Closing date: **Thursday 8th July**

We 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 is subject to a satisfactory Disclosure Barring Service check. For all teaching staff a teaching qualification and skills check is also required.

As a school from the [Southwark Diocesan Board of Education](#), we work with the SDBE on how to develop and flourish as a Church of England School.

St. Michael's School Profile

St. Michael's is a Church of England school situated along Granville Road, Southfields. We are a Voluntary Aided Primary School where the staff and Governors work in partnership with Wandsworth Education and the Southwark Diocesan Board of Education. The school has a long-established association with the Parish Church of St. Michael's and regular visits are made to the Church during the term and for the end of term services.

Our Recent SIAMS Church Inspection 2019 stated that:

“The school has a deeply embedded inclusive Christian vision that excellently expresses its mission of Christian service to its diverse community. This is based on the biblical teaching of the value and potential of everyone, each being precious to God. Through insightful leadership, and accurate self-evaluation, its Christian foundation is kept consistently to the fore. It consequently is relevant and responsive to the strengths and challenges of school life, making this a forward-thinking and outward-looking institution. It successfully challenges and nurtures pupils’ academic and personal development. Consequently, all pupils, including the most vulnerable, flourish and make very good progress from their various starting points, leading to outcomes being consistently above local and national averages.”

We consider ourselves to be a friendly, family orientated school serving the community of Southfields. Our last Ofsted Inspection cited:

“This is an outstanding school. The great majority of parents agree. They say that their children make excellent progress here and are very happy.” (Ofsted 2008)

“All pupils make outstanding progress from their starting points and, by the end of Year 6, their overall standards are well above average”. (Ofsted 2008)

The full report can be viewed on our school website

www.stmichaels.wandsworth.sch.uk

Children enter the Reception class in September prior to their fifth birthday and stay with us until Year 6 when at the age of eleven years they transfer to secondary school. There are 14 classes in total as we are two-form of entry.

Within our school we aim to create a secure, happy and hard working environment in which children can develop and they are encouraged to work in partnership with each other.

Good behaviour is paramount and as a school we have produced and implemented our own “Positive Behaviour Policy” which is a result of whole staff, Governor, parent and pupil input.

Job Description

Job Title: Teaching Assistant

Salary Range: TBC with hours - It will be on Teaching Assistant Spinal point 2 (1C)

Responsible To: Headteacher - Mrs. Ann-Marie Grant

Purpose of the Job

Responsible, under the direction or instruction of the teacher or line manager, to work with individual pupils or to work with small groups to supervise physical and general care of pupils, including those with SEN. Also to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.

Support for the pupils

- Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters including medical procedures following appropriate training
- Supervise and support pupils ensuring their safety and access to learning
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
Encourage pupils to act independently as appropriate

Support for the Teacher

- Prepare the classroom as directed for lessons and clear afterwards and assist with the display of pupils work
- Be aware of pupil problems, progress and achievements and report to the teacher as agreed
- Undertake pupil record keeping as requested
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate
- Gather and report information from and to parents or carers as directed
- Provide basic clerical and administrative support e.g. photocopying, typing, filing etc.

Support for the Curriculum

- Support pupils to understand instructions

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- Supporting pupils in undertaking literacy and numeracy tasks as directed by the teacher
 - Supporting pupils in using basic ICT as directed
 - Prepare and maintain equipment and resources as directed by the teacher and assist pupils in their use

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos, work and aims of the school
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including before and after school as applicable
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.

Main Responsibilities

This job description describes in general terms the normal duties, which the post holder will be expected to undertake. However, the job description or the duties therein may vary or be amended from time to time without changing the level of responsibility associated with this post or the grade.

Job Specification

When writing the supporting statement please ensure that you have **covered all the points below in order**. Please give personal examples to support the points, which make clear your role and responsibilities.

Qualifications

- Educated to at least GCSE level or equivalent in Maths and Literacy

Experience

- Experience of working with children in an educational environment.
- Experience of working with children who have special educational needs

Knowledge, Skills and Abilities

- Shows a clear understanding of what will be involved in addressing the key tasks in the job profile
- Ability to work as part of a team as well as independently
- Ability to use Information and Communications Technology
- Shows a clear understanding of the role of support staff in underpinning teaching and learning in a school situation
- Ability to be flexible
- Creative ideas and the ability to prepare and mount display work

Personal Qualities:

- Sympathetic to the Christian ethos of our Church of England School.
- High expectations of all learners
- Committed to taking account of pupils' views for school improvements
- Reflective and self-evaluative in developing as a teaching assistant
- Adaptable and flexible.
- Recognises the importance of confidentiality in a school context.

Shortlisting and Interviews

- Closing Date for applications: **THURSDAY 8TH JULY 2021; 12:00 NOON**
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To ease the short-listing process we ask applicants to note the following:

- Applicants **must complete** the Southwark Diocesan Boards of Education application form;
- When **writing the supporting statement please ensure that you have covered all the points in the Selection Criteria in order.** Please give personal examples to support the points, which make clear your role and responsibilities.
- References: Provide email addresses and all telephone contact numbers for all referees

Visits are welcome but will have to be planned carefully due to COVID-19 restrictions. However, we would still like you to be able to gain an overview of the school and the school community. Please phone 020 8874 7786 to arrange a mutually convenient time for a real or virtual tour.

If you think you can fulfil this job description and would like the opportunity to develop professionally and enjoy teaching children, St. Michael's is the school for you!

Find out about us on our school website: www.stmichaels.wandsworth.sch.uk

