



Balfour Junior School

KS2 Teaching Assistant Vacancy

Start Date: 1st September 2022

Job Title: KS2 Teaching Assistant

Hours: 35 hours per week. Term time plus 5 INSET days

Reporting to: Mrs Dennis

Closing date: 24th June at midday

Shortlisting: 24th June

Interview date: 29th June

Salary: Trust Point 4 – 11 £19,264 - £22,129 FTE to be paid pro rata at £15,027.51 - £17,262.44

DBS Check: Enhanced

Balfour Juniors is a very popular four form entry school in the heart of the Medway towns. We are a Good school and are regularly oversubscribed. We are seeking to appoint a Teaching Assistant who will work closely with our committed staff and contribute to the smooth running of the school.

At Balfour we encourage all children to be curious and independent and we aim to support children to strive for excellence.

The successful person will have a good knowledge of the National Curriculum and Level 3 qualification in Supporting Teaching and Learning or equivalent. We welcome qualified applicants who know they can inspire and motivate the children by being a good role model.

We are looking for a Teaching Assistant who:

- ❖ Is fully qualified and experienced

- ❖ Is keen to work as part of a team and share ideas and good practice
- ❖ Is passionate about raising achievement of all children and who has high expectations of behaviour for learning
- ❖ Is an effective communicator with staff, parents and children
- ❖ Is able to provide effective intervention programmes in English and Maths as well as liaise regularly with class teachers
- ❖ Employs a creative approach to learning

We can offer you:

- ❖ Continued professional development in the form of tailored support as well as through Staff Development Days
- ❖ Supportive staff and children ready to learn
- ❖ Enthusiastic children who are keen to learn

The school is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. Offer of employment is subject to an enhanced DBS check and satisfactory references.

For further information and to arrange a school visit, please contact Zoe Mayston (Headteacher) on 01634 843833 or via email zmayston@balfourjuniors.co.uk.

Application pack:

1. Application form
2. Job description
3. Person specification

BALFOUR JUNIOR SCHOOL

Job Description

Job title: Teaching Assistant

Department: Education

Responsible to: Inclusion Leader, Phase Leader/ Class Teacher for day-to-day supervision

Purpose

To support the class teacher in the teaching and welfare of the children to attain the targets set in their personal learning. There may be a requirement to work with children with statements or additional educational needs throughout the Key Stage. To undertake intervention groups.

Accountability

1. Provide teaching support under the guidance of the class teacher to children in all areas of the curriculum, individually or in small groups, children with statements and/or children with additional educational needs in order to aid teaching in the classroom.
2. To work with the class teacher and Inclusion Leader to assist in drawing up and undertaking the delivery of the individual pupil learning programmes, either in withdrawal groups or within the classroom, to ensure delivery of the individual's targets.
3. Assist the teacher with observation and monitoring of the progress of children, maintaining accurate records within the special needs provision in order to ensure documentation of all interventions with the children. Including marking of any work you have been supporting.
4. To prepare differentiated work/materials for pupils' use (under the direction of the teacher).
5. Promote positive behaviour patterns, raise self-esteem and improve independent working in children to assist in their education and growth.
6. Assist the teacher where necessary with preparation (and clearing away) of the classroom and materials to ensure effective and efficient teaching.
7. Providing lunch and play supervision, ensuring good standards of behaviour and manners and reporting any incidents of unacceptable behaviour to the Headteacher or designated Leader.
8. Maintain accurate records of any inappropriate behaviour at lunchtime.
9. Assist with associated ancillary duties such as clearing up spillages with maintaining safety and security for pupils.

10. To ensure that children receive their statutory Duty of Care in a caring environment.
11. To supervise pupils in the schools premises according to agreed rotas.
12. To meet regularly with the Inclusion leader to provide updates and progress reports on interventions carried out. Follow any advice or suggestions from the Inclusion Leader.
13. To respect confidentiality at all times.
14. To hold regular liaison time with the class teacher.
15. To act in accordance with the equal opportunities policy, health and safety policy and confidentiality guidelines.
16. To take part in 'in service training' as required (i.e. attending staff meetings, development days and team/teacher/TA meetings)
17. Undertake professional development and training activities as appropriate.
18. To cover lessons and / or registrations in an emergency situation.

Organisation

- Responsible to Inclusion Leader/Headteacher
- The post holder is responsible to the class teacher on daily basis.
- The post holder has no direct supervisory responsibilities.

Financial Accountabilities

- The post holder has no direct financial responsibilities.

Working Environment

- The post will be based within the school buildings but may involve accompanying pupils and teachers on school trips.

Person Specification

- NVQ3 or equivalent in Teaching Assistance or a willingness to study for, and achieve, NVQ3 within 12 months.
- Willingness to develop ICT skills related to the teaching of pupils and administration of the post.
- To develop an understanding of potential barriers to learning e.g. autism, speech and language difficulties, EAL, dyslexia etc.
- Excellent interpersonal skills.
- Previous experience with assisting with primary aged children
- Ability to work as part of a whole school team, or independently
- Commitment to supporting staff and pupils in raising standards
- Commitment to participating in the wider aspects of school life such as special events.

This job description is subject to review by the Headteacher in consultation with the postholder as appropriate to the changing needs of the school.