



Teaching Assistant

Job Description: Teaching Assistant

Accountable to:	The Class Teacher, Deputy Headteacher, Headteacher and Governors
Main Purpose of Role:	To provide and deliver learning activities for pupils under the supervision of a qualified teacher.

Job Purpose

- Work with class teachers to raise the learning and attainment of pupils
- Promote pupils' independence, self-esteem and social inclusion
- Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning and experience a sense of achievement

Duties & Responsibilities

Teaching and learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)
- Assist in the delivery of educational work programmes by participating in day to day learning activities with whole class, groups or individual children under the teachers supervision, for example -Literacy tasks such as hearing children read, helping with meanings of words, spelling, handwriting, presentation, spelling tests, Maths tasks using equipment, mental arithmetic tests, supervising the playing of educational games
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Observe pupil performance and pass observations on to the class teacher
- Use IT skills to advance pupils' learning
- Undertake any other relevant duties given by the class teacher
- Abide by the professional code of confidentiality and maintain confidentiality inside and outside school
- Accompany teachers and children on educational visits as required

Planning

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
- Read and understand lesson plans shared prior to lessons, if available
- Prepare the classroom for lessons

Working with colleagues and other relevant professionals

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school

Health and safety

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy
- Look after children who are upset or have had accidents
- Work as part of a team to organise and maintain the teaching and learning and support environment -keep resource areas clean and tidy e.g, libraries, H.E. Room, P.E store, practical areas, staff room etc.
- Lunchtime duty – Supervision of children and supporting play activities.

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures
- To participate in professional development opportunities by attending T/A meetings and training opportunities relating to the role of T/A as identified through school based performance management and the School Improvement Plan - QCF Level 2 or 3 courses leading to qualifications and up to date professional development file

Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teaching assistant will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher or line manager.

Safeguarding

South Farnham Educational Trust is committed to safeguarding and promoting the welfare of children and young people. It expects all staff to share this commitment and the successful applicant will be required to undertake a DBS check.

Person Specification: Teaching Assistant

CRITERIA	QUALITIES
Qualifications and experience	<ul style="list-style-type: none"> • GCSEs at grades 9 to 4 (A* to C) including English and Maths • A technical/professional qualification related to the role eg: HLTA status/ Level 2 or 3 Certificate in Supporting Teaching and Learning in Schools, Level 3 Diploma in Childcare and Education, or other relevant qualification in nursery work or childcare (or willingness to work towards a qualification if not already held) (Desirable) • Experience of working with children • Experience of planning and leading teaching and learning activities (under supervision) • Willingness to undertake relevant training • Paediatric First Aid certificate or willingness to undergo training • Commitment to on-going professional development
Skills and knowledge	<ul style="list-style-type: none"> • Good literacy and numeracy skills • Good organisational skills • Ability to build effective working relationships with pupils and adults • Skills and expertise in understanding the needs of all pupils • Knowledge of how to help adapt and deliver support to meet individual needs • Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils • Excellent verbal communication skills • Active listening skills • The ability to remain calm in stressful situations • Knowledge of guidance and requirements around safeguarding children • Good IT skills, particularly using IT to support learning • Understanding of roles and responsibilities within the classroom and whole school context • Understanding of effective teaching methods • Knowledge of how to successfully lead learning activities for a group or class of children
Personal qualities	<ul style="list-style-type: none"> • Enjoyment of working with children • Sensitivity and understanding, to help build good relationships with pupils • A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school • Commitment to maintaining confidentiality at all times • Commitment to safeguarding pupil's wellbeing and equality

Other	<ul style="list-style-type: none">• This post is subject to an enhanced DBS disclosure.• The post holder must be committed to safeguarding the welfare of children.
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JOIN OUR TEAM
STAFF PROSPECTUS

Welcome and Introduction

Welcome to South Farnham Educational Trust which is where like-minded schools can join together to harness the richness of diverse learning communities for the benefit of all pupils. We became a Multi-Academy Trust in 2015, having been a converter Academy since 2011.

We hope the following pages will encourage you to consider joining with us in the growth of educational collaboration and system leadership across Surrey and Hampshire. It is very important to us that schools in our Trust retain their own ethos and identity while enjoying, and contributing to, the shared benefits of being part of a group of schools which continually strive, and achieve excellence.

We are a trust where:

- we value and invest in our staff.
- there is opportunity for staff development as mentors and professional tutors.
- you can benefit from CPD and leadership training.
- you can share research opportunities.
- there are opportunities to contribute to the national education agenda.
- you can make a difference to a child's life.

The continual pursuit of excellence



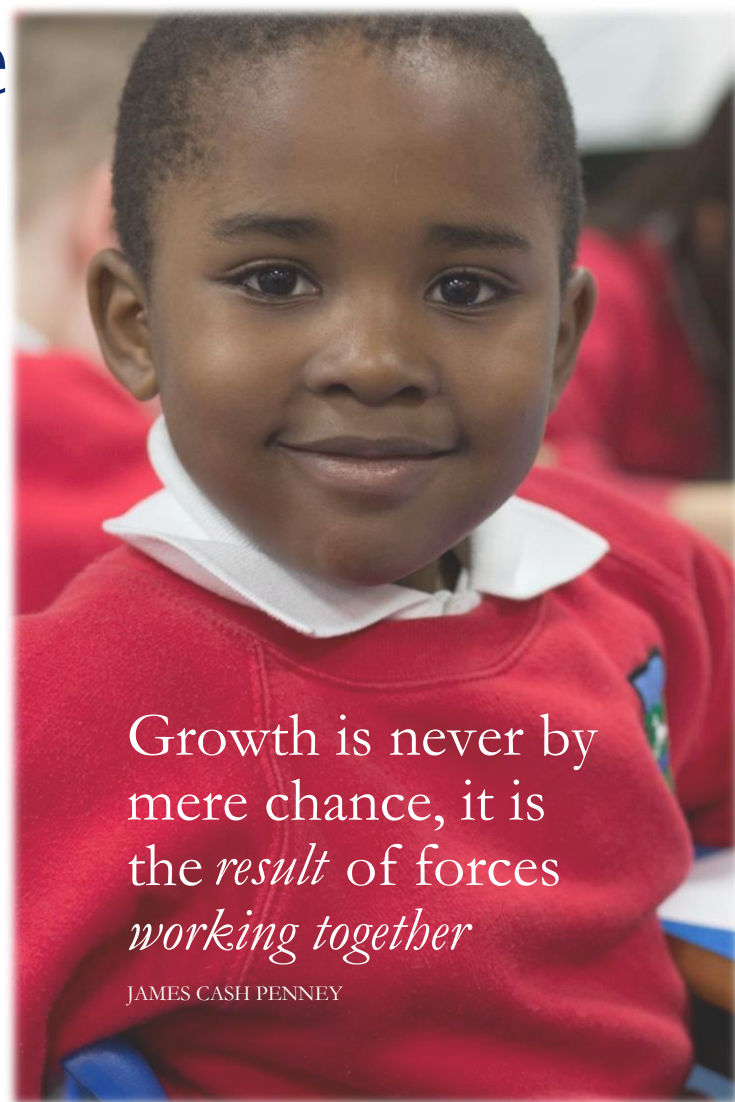
“A change is brought about because *ordinary* people do *extraordinary* things”

BARACK OBAMA

Vision and Purpose of the Trust

- To create a group of schools that have a shared commitment to ensuring the highest possible outcomes for their children.
- Through close cooperation, children, parents and teachers will share professional expertise, training opportunities and facilities to ensure that the whole is greater than the part.
- To create a leaning environment where the highest possible standards are a feature of all schools.
- To establish a shared understanding of what works and reflective, research-based approach to school improvement.
- To celebrate and develop the uniqueness of each school withing the M.A.T family of schools.

The continual pursuit of excellence



Growth is never by
mere chance, it is
the *result* of forces
working together

JAMES CASH PENNEY



Our Trust

South Farnham Educational Trust is a growing Trust which currently consists of eight schools (seven full members and one associate member), a Teaching School Hub and thriving SCITT.



“Diversity: the art of thinking independently, together”

MALCOLM FORBES

Our Schools

SOUTH FARNHAM SCHOOL

South Farnham School consisting of 848 pupils from 4 to 11 years old is situated on two sites, one in Menin Way and the other in The Bourne. It is an 'Outstanding' school, an RSHE hub, a Teaching School Hub and the Accredited Body for the South Farnham SCITT. South Farnham is the designated Academy Sponsor.

HIGHFIELD SOUTH FARNHAM SCHOOL

Highfield South Farnham School, a two-form entry primary school with a Nursery, catering for children from three years old. After working with the Trust it became an 'Outstanding' school with a reputation for high-quality provision following an Ofsted inspection in January 2018.

THE RALEIGH SCHOOL

The Raleigh School, a popular two form entry primary school in the semi-rural village of West Horsley. Following an Ofsted inspection in December 2017 it has also moved to an 'Outstanding' school from the previous 'Good' judgement, it is a primary school consisting of 436 pupils from 4-11 years old.

WALLACE FIELDS INFANT SCHOOL

Wallace Fields Infant School and Nursery, a thriving two form entry small, friendly, caring infant school and Shining Stars Nursery based in Ewell recognised as 'Outstanding' by Ofsted in December 2021.

BUSBRIDGE INFANT SCHOOL

Busbridge Infant School, a popular two form entry infant school based in the beautiful town of Godalming, Surrey. The school consists of 179 pupils from 4 to 7 years old. The school joined SFET in April 2022.

GREAT BOOKHAM SCHOOL

Great Bookham School, is a fast growing two form entry primary school based in Great Bookham, Surrey for pupils aged 4 to 11 years. The school joined SFET in July 2022 and with the support of the trust it is excited to be opening a pre-school in May 2023, welcoming children aged 3 years old and above.

BRIGHTON HILL COMMUNITY SCHOOL

A popular and thriving secondary school based in Basingstoke, Hampshire.

*And the trust continues to
grow.....*

Play a role in national initiatives and be at the *forefront* of educational thinking



Our Teaching School Hub is one of 87 centres of excellence for teaching training and development in the country. We provide high-quality professional development to teachers in over 300 schools and at each stage of their career (from teaching assistants to executive leadership), including outstanding teacher training, delivery of the Early Career Framework, National Professional Qualifications and Appropriate Body services. Our Appropriate Body currently supports and assesses over 260 Early Career Teachers each year and our RSHE Hub has trained over 1,000 schools since June 2020.



South Farnham SCITT is the largest and leading provider of Primary/Secondary Initial Teacher Training (ITT) in the area. Our Ofsted outstanding provision has also been rated as No.3 in the UK for our School Direct programmes and No.1 in the UK for our employment rates (Good Teacher Training Guide, 2015 and 2017). We train over 170 teachers in schools across Surrey, Hampshire, Sussex, Berkshire and the London Boroughs each year and contribute to ITT at a national level.



Phonics Steps has been developed by South Farnham Educational Trust in partnership with phonics and early reading experts. Our schools have developed a highly effective Letters and Sounds approach over many years, with Phonics Screening Check results consistently amongst the top three per cent in the country. Phonics Steps is a synthesis of exemplary practice cultivated by expert teachers across many partner schools.



The continual pursuit of excellence



Work for us and enjoy the benefits

- Commitment to and investment in career-long professional development.
- An appraisal system that helps develop your skills.
- Be part of a dynamic culture and play a key role in national initiatives.
- Commitment to professional development.
- Generous PPA.
- Continual investment in outstanding buildings, resources and facilities.
- Investment in career development and training.
- Opportunities to work in collaboration with other staff across the Trust.
- Opportunity to develop coaching and mentoring skills.
- Generous pension scheme- Teacher's pension scheme and Local Government Pension Scheme.
- Employee Assistance Programme.
- Generous holiday allowance: 26 days annual leave plus 8 bank holidays. This increases after 2 years' service to 28 days and 30 days after 5 years' service.
- Paid lunches for staff that work a lunch duty.
- Free staff refreshments at break times.
- Generous health and sickness cover.

Competition
makes us faster.

Collaboration
makes us *better*

FYREFLY

The continual pursuit of excellence

Why choose Us ?

- We provide integrated systems that support you in your day-to-day job.
- We support high standards of behaviour in all our schools.
- We focus on workload and wellbeing at all levels.
- We have a track record of school improvement.
- We have facilities that are continuously developed and invested in to provide the best learning and working environments.
- We provide opportunities for you to be part of national initiatives and policy change.
- We strive for excellence in all aspects of our activities.
- We are a trust that recognises the importance of people.
- Over 50 teachers have moved on to Headteacher/Senior Management posts in the past 20 years.

Whatever your skills, qualifications or interests, there are a wealth of career options open to you.

Want to work for us ?

Apply now....





Our Application Process

1. **Application Form:** Complete an application form: Please note applications should be completed online. We do not accept CV's as part of our selection process.
2. **Shortlisting:** The panel will shortlist candidates based on those applicants that best fit the criteria for the specific job.
3. **References & Online checks:** We request references for all shortlisted candidates prior to interview and conduct online social media checks. No job offer can be made without references.
4. **Interview process:** Interviews will consist of formal and informal questions and may involve classroom observations if applicable. The candidate will also have the opportunity to have a tour of the school. You will be asked to bring proof of identity and qualifications to the interview.
5. **A job offer** will be made to successful candidates subject to a DBS, and candidates will be asked to complete a pre-employment health questionnaire.
6. **Induction:** A comprehensive induction preprogramme is provided for all employees.
7. **Probationary period:** All SFET schools have a 26 week probationary period.

South Farnham Educational Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Get in touch to find
out **more.....**



South Farnham Educational Trust

● ● ● ● ● The Continual Pursuit of Excellence

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