

## **Primary Teaching Assistants**

Teaching Assistants (TAs) are deployed in support of individual or groups of pupils, under the direction of a class teacher. A willingness to assist with SEN and language support is important.

Staff working cover be paid monthly on an hourly rate of £9.34 plus holiday pay.

Europa School UK is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment has an Equal Opportunity Policy. All staff must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an Enhanced DBS (Disclosure and Barring) check.

All applications must be submitted using the standard form only. Please complete all sections of the form rather than sending separate CVs.

Any enquiries may be made to: [applications@europaschool.uk](mailto:applications@europaschool.uk) or 01235 524060.

## **JOB DESCRIPTION**

Post: Teaching Assistant

Grade:OCC Grade Pt 11,

Hours: Term-Time Only 17.5hrs

Report to: Head of Primary

### **Purpose of the Job:**

Provide efficient and effective Teaching Assistant (TA) support to identified pupils in order to support them in becoming more independent learners. Support the class teachers in the day-to-day running of the classroom, working with groups and contributing to learning resources. Supervise break and lunchtime activities.

### **Main Responsibilities**

- Work with identified pupils – either individually or in groups as appropriate - under the direction of the class teacher, using a range of strategies appropriate to their needs to support their learning.
- Contribute as appropriate to the class teacher's planning for individuals and groups.
- Support the organisation of the learning environment, including :
  - Producing and maintaining resources as appropriate
  - Providing practical support in maintaining a purposeful, orderly and supportive environment for learning
- Contribute to the records of pupils' progress and achievements, as agreed with the class teacher or SENCO, as appropriate.
- Provide care with regard to the physical well-being of identified pupils.
- Accompany pupils on educational visits and trips during contracted time.
- Make a reasonable contribution to the richer life of the school, eg school plays etc.
- Undertake pupil supervision, as required – including providing individual support to special consideration pupils, such as scribing, reading questions etc.
- Attend meetings during contracted time in order to :
  - Discuss pupils' progress with school staff, parents/carers and other professionals as appropriate.
  - Plan and review support.
  - Create suitable resources to support pupils' learning
  - Participate as appropriate in the school's agreed Performance Management Programme.
  - Demonstrate a commitment to own continuing professional development, through participation in appropriate training.
  - Maintain awareness of and comply with all relevant school policies –particularly any matters relating to Confidentiality, Safeguarding, Health & Safety or Equal Opportunities.
  - Undertake any additional duties or responsibilities as reasonably directed by the Principal, commensurate with the scope and grade of the post.

## **PERSON SPECIFICATION**

### **Qualifications**

- Educated to at least Level 2 (5 A\*-C GCSEs or equivalent, including Maths and your first language) AND/OR
- Appropriate relevant experience of supporting pupils' learning needs
- Level C2 language competence in target language
- Minimum B2 Language competence in English

### **Experience**

Experience of working with young children as a TA or other relevant work in a school or other comparable organisation an advantage.

### **Skills and Understanding**

- Good organisational, communication and interpersonal skills
- Good level of technical competence in all areas relevant to the post
- Understanding of and commitment to the ESUK aims and the challenges and opportunities facing the school
- Understanding of the need for and commitment to the importance of flexible working across the whole support staff team
- Understanding of the need for and commitment to maintaining excellent attendance and punctuality.

### **Qualities**

- A positive attitude to life and work – particularly other cultures, languages and science education
- A genuine desire to support children's social, emotional and academic development
- Able to adapt quickly to changing circumstances and take speedy appropriate action when circumstances require it.
- Hard-working, resilient and professional.
- Commitment to own continuing professional development and to supporting the continuing professional development of others.