Job Description
Teaching Assistant

Job title: Teaching Assistant

Line Manager: Deputy Principal

The ethos of the school is a shared responsibility to which all staff are expected to make a significant contribution. The expectation is that all staff will be positive, professional and contribute willingly to the life of the school and should ensure that the Vision Statement and Aims and Objectives of Moira House Girls School are understood and fulfilled.

All Teaching Assistants report directly to the Deputy Principal with the focus to support the Teaching Staff throughout the school, aiming for excellent teaching and learning and also for the provision of a superb learning environment for the children in their care.

Person specification
The Teaching Assistant will:
- have the ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to student needs, always encouraging the students to stay on task and motivated
- have drive and enthusiasm and be able to work professionally at all times
- have a practical and a working knowledge of the National Curriculum
- contribute to the development of SEN provision throughout the school
- be committed to supporting a curriculum that ensures a high standard for all pupils
- have well developed inter-personal, communication, organisational and presentation skills
- be well organised and able to work under pressure whilst maintaining a positive approach to their work and relationships with others
- have the ability to act on own initiative and able to deal with unexpected situations as they arise
- ensure confidentiality in all aspects of the role
- have a flexible approach to work and enjoy being a good team member
- be a positive contributor to the ethos and Aims and Objectives of the School
- demonstrate and be committed to professional staff development
- liaise with Parents, Carers and External Agencies

Responsible for:

Curriculum
The Teaching Assistant will:
- work under the direction of the Deputy Principal
- directly work and support students either in small groups or on a one to one basis and to support the delivery of learning strategies
- contribute and support the delivery of a wide range of teaching and learning activities and programmes
• work closely with the teaching staff with the preparation and delivery of specific work and programmes for students with complex needs providing guidance and encouragement so that their learning is optimised
• support the preparation and delivery of lesson plans following school policy
• assist the Teaching Staff with the design and preparation of resources and materials for teaching
• contribute to and support the planning of the work for the class and individual pupils and supervise as required the outcomes of their work
• support the Teaching Staff in marking pupils work according to the agreed school policy
• support the Teaching Staff in the preparation of information for reports in the areas of achievement, effort and attitude of pupils in accordance with agreed school policy
• support the Teaching Staff in the coordination of curriculum areas across the school
• undertake the auditing and keep an inventory of resources as required
• working closely with colleagues contribute to the School Development Plan in areas relevant to Teaching Assistants responsibilities
• share development and relevant subject information with colleagues
• communicate possible training activities courses and reading to colleagues
• attend such courses and development opportunities that are agreed with the Deputy Principal

Communication
The Teaching Assistant will:
• have excellent communication skills both orally and in writing
• have the ability to use language and other communication skills that all students can relate to and understand
• have the ability to demonstrate active listening skills
• have the ability to offer positive and constructive feedback to students
• by working closely with the Teaching Staff act as the point of liaison with parents
• have the ability to carry out and report on observations of students’ knowledge, understanding and skills
• have the ability to assist in the recording and assessments as required
• participate in events and information sharing with parents as required
• attend staff meetings and training forums once a week
• attend all Whole School Meetings and INSET meetings as agreed by the school
• support the Teaching Staff at parents evenings and other meetings with parents as required
• support the Teaching Staff at marketing events including Open Days, presentations to parents and Founders’ Day
• preserve and foster the good name of the school at all times

Teaching and Learning
The Teaching Assistant will:
• understand the key factors that affect the way students learn
• aspire to the qualities expected of teaching and learning as described in the School’s Teaching and Learning policy
• use clearly structured teaching and learning activities to interest and motivate students and advance their learning
• plan, organise and resource a stimulating learning environment for individuals and groups of children
• fully understand the range of strategies required to effect a positive learning environment which promotes good behaviour
• support student’s learning and to contribute effectively and with confidence to the classes and individual children
• recognise and reward efforts of achievement towards self-reliance that are appropriate to the age and development stage of students
• be able to demonstrate and promote the positive values, attitudes and behaviour expected from the students and their work
• design and organise displays in the curriculum subject areas, for the classroom, and in corridors and for events as required
• with the Teaching staff organise, administer and support trips and events
• by working closely with the Teaching Staff, understand the purpose and application of IEPs
• by continually working with the Teaching Staff achieve excellent ICT knowledge and skills related to the curriculum ensuring effective learning and teaching in the classroom and for individual students
• work collaboratively and cooperatively with other members of the school staff taking the initiative to generate new ideas

Assessment and monitoring
The Teaching Assistant will:
• support the preparation of children for appropriate assessments
• support the Teaching Staff in keeping records of pupils performance as is required for internal assessment and external tests
• support the Teaching Staff in analysing data effectively to assess performance and progress
• support the Teaching Staff in the interrogation of value added data to inform changes which may be necessary to develop pupil achievement
• assist the Teaching Staff and children in target setting where appropriate

General
The Teaching Assistant will:
• ensure that all preparations are made to start the beginning of each term effectively
• support an activity as part of the school extra curriculum programme in the school
• preserving and fostering the good name of the school in all dealings with the wider public
• cover for absent colleagues and perform other duties as is reasonably requested by the Deputy Principal
• undertaking such other duties and responsibilities of an equivalent nature, as may be determined and negotiated by the Deputy Principal from time to time
• contribute to meetings, discussions and management systems necessary to coordinate the work of the school as a whole
• promote equal opportunities and seek to implement the schools equal opportunities policy
• be able to work with children and families in a multicultural and multilingual environment with opportunities to develop a home school approach to secure effective learning
• work closely with the Teaching Staff and Health and Safety Managers follow Health and Safety policies and practices, including the contribution to School and Trip Risk Assessments

Additional guidance
This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder’s professional responsibilities and duties.

The post holder’s duties must at all times be carried out in compliance with the school’s Equal Opportunities, Welfare, Education, Equality Policy and other policies designed to protect employees or service users from harassment.

The post holder must take reasonable care of health and safety of self, other persons, pupils and resources whilst at work, co-operating with management as far as necessary to enable responsibilities under the Health and Safety at Work Act to be performed and to follow the school’s Health and Safety policy.
It is the duty of the post holder not to act in a prejudicial or discriminating manner towards colleagues or employees to the service. The post holder should also counteract such practice or behaviour by challenging it or reporting it to senior management.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
Please complete all sections in black ink

Post Applied For: ____________________________________________________________

Is the post applied for:

☐ Full Time    ☐ Job Share
☐ Part Time

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<tr>
<th>PART A - Personal Details</th>
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<tr>
<td>Surname:</td>
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<td>Title:</td>
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<td>Maiden Name/Previous Name</td>
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<td>First Names:</td>
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<td>Address:</td>
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<td>Contact Details:</td>
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<td>Daytime:</td>
<td>Evening:</td>
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<td>Mobile:</td>
<td>Email:</td>
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Authorisation to work in the UK and points based system (Please see guidance notes)
I need a work permit to work in this Country

☐ Yes    ☐ No

If appointed, please specify the date you can commence your employment:

National Insurance Number:
**PART B - Present Employment**

<table>
<thead>
<tr>
<th>Name of School &amp; Authority or Organisation:</th>
<th>Type of School &amp; No. on Roll:</th>
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**Brief outline of duties:**

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<th>Post Title:</th>
<th>Date From:</th>
<th>To:</th>
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<tr>
<th>Salary/point:</th>
<th>Value of other benefits:</th>
<th>Notice period required:</th>
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**Briefly describe your current role and responsibilities:**

(Use a separate sheet if necessary)

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<tr>
<th>Reason for leaving:</th>
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**Key achievements:**

1. 

2. 

3. 

4. 

5. 
Part B Continued – Employment History

Please list in chronological order (most recent first)

Name & address of employer

_________________________________________________________
 ____________________________________________________________________
Post held

_________________________________________________________
Date started __________________ Until __________________ Salary on leaving __________
Key roles/achievements:

__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
Reason for leaving __________________________________________________________________
Name & address of employer

_________________________________________________________
 ____________________________________________________________________
Post held

_________________________________________________________
Date started __________________ Until __________________ Salary on leaving __________
Key roles/achievements:

__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
Reason for leaving __________________________________________________________________
Name & address of employer

_________________________________________________________
 ____________________________________________________________________
Post held

_________________________________________________________
Date started __________________ Until __________________ Salary on leaving __________
Key roles/achievements:

__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
Reason for leaving __________________________________________________________________

## PART C - Education, Qualifications and Training

Please give exact details of your formal education, courses attended and examination results, including work-based training. Most recent first. Original Certificates must be brought to the interview.

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<thead>
<tr>
<th>Secondary School:</th>
<th>From:</th>
<th>To:</th>
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<td>G.C.S.E.</td>
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<td>‘A’ Level Passes:</td>
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<th>University:</th>
<th>From:</th>
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<tbody>
<tr>
<td>Degree/Subject:</td>
<td>Class/Division:</td>
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<td>College of Teacher Education:</td>
<td>From:</td>
<td>To:</td>
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<td>Qualification Gained:</td>
<td>Date:</td>
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Trained to teach age range:

Principal subject:

Subsidiary subjects:

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<th>Additional Training</th>
<th>From:</th>
<th>To:</th>
<th>Subject/Level/Grade:</th>
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PART D – Dates unaccounted for Please give details of date/time not accounted for elsewhere on this application form
PART E - Experience / relevant skills/further information

Use this section to show how you meet all the short listing criteria for the job as set out in the enclosed Job Description, drawing on all aspects and experience, including paid and unpaid employment, voluntary work and home responsibilities. (Please continue on a separate sheet if necessary)

MEMBERSHIP OF PROFESSIONAL INSTITUTES

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<tr>
<th>Institute</th>
<th>Level of Membership</th>
<th>Year of Recognition</th>
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Please use this space to say why you are interested in the post for which you have applied.
PART F - Verification of Employment - other Information

Do you hold a current driving licence?  □ Yes  □ No

If yes do you have any endorsements? ________________________________

If yes please specify groups on licence ________________________________

Please give names and addresses of two people who can provide employment references. One should be your present/most recent employer, preferably your most immediate manager.

Name________________________________     Name ___________________________________

Address ______________________________    Address ______________________________

_____________________________________     _______________________________________

_____________________________________     _______________________________________

Position Held __________________________   Position Held ____________________________

Telephone No:_________________________   Telephone No: ________________________

Email Address:_________________________   Email Address: ____________________________

□ Please tick this box if you do not wish Moira House to contact your present or most recent employer until, a firm offer of employment has been made. (Moira House Girls School will normally take up references if you are short listed).

All offers of employment are subject to the receipt of two satisfactory references, an Enhanced Certificate being issued by the Disclosures and Barring Services, and the satisfactory submission of the School’s General Health Questionnaire.

Warnings & Disciplinary Issues

Have you been dismissed or resigned in the face of a dismissal or warning?  

Yes □  No □

List any disciplinary offences or warnings that you have received at any time or state if not applicable.

Not applicable □

<table>
<thead>
<tr>
<th>Reason for Warning</th>
<th>Date</th>
<th>Name/Address of Employer</th>
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PART F Continued - Verification of Employment - other Information

Rehabilitation of Offenders Act 1974

The post for which you are applying carries exempt status under the provisions of the Act regarding ‘spent’ convictions. You are therefore required to declare below any Convictions (including bindovers and cautions) you have had regardless of whether or not the time limit has elapsed.

Have you ever been convicted of a criminal offence? Yes ☐ No ☐

Are there any alleged offences outstanding against you? Yes ☐ No ☐

If YES, to either, please give details below or, if you prefer, attach details in a sealed envelope, marked 'strictly confidential'. Failure to disclose any information relating to criminal convictions may disqualify your application or result in dismissal without notice.

Details:

Do you hold a previous Criminal Records Bureau Certificate

Yes ☐ No ☐

If yes please provide the Certificate number: ______________________________

Date this Certificate was issued: ___________________________________________

(Please see guidance notes)

Do you hold a Disclosure and Barring Service Certificate

Yes ☐ No ☐

Are you registered with the Disclosure and Barring Update Service

Yes ☐ No ☐

Authorisation to work in the UK and points-based system - Immigration, Asylum and Nationality Act 2006.

It is a criminal offence to employ persons whose immigration status prevents them from working in this country. The Act does not affect citizens of the U.K, Ireland, European Economic Area and the Commonwealth, provided they have a right to live and work in the United Kingdom. You will be required to provide evidence, prior to appointment, of a National Insurance number, passport information and current visa.

In accordance with the points-based immigration system, please confirm whether or not you are a national from a non-European Economic (EEA) country.

Yes ☐ No ☐
ADDITIONAL INFORMATION

All staff will be expected to hold or be willing to obtain Enhanced DBS check or Enhanced check for Regulated Activity with the Disclosure and Barring Services (previously the Criminal Records Bureau). For further information about what is required in this process please go to www.gov.uk/crb-criminal-records-bureau-check.

PART G - Enclosures

1. Photo
2. Education certificates and any further qualifications
3. Driving licence showing groups*
4. Passport*
5. Previous Criminal Records Bureau Clearance Certificate
6. Recent Utility bill showing current postal address

* These items will be used for your Disclosures and Barring Service. Please bring your driving licence, passport and original certificates to the interview.

Originals of all certificates/qualifications must be provided at interview stage to the school for verification.

I hereby give my consent to the school processing the data supplied on this application form for the purpose of recruitment and selection and Moira House School Development. (Please tick the relevant box)

Yes [ ] No [ ]

Signed ____________________________________________

Dated __________________________________________________________________________

Declaration:
I declare that the information I have given on this form and the attached Equal Opportunities Monitoring Form is true and complete and can be treated as part of any subsequent contract of employment. I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified, or, if I have already been appointed, I may be dismissed.

Signed __________________________ Date __________________________

Please return this form and enclosures to:
Mr James Sheridan, Principal, at
Moira House Girls School, Upper Carlisle Road, Eastbourne, East Sussex BN20 7TE
TEL +44 (0) 1323 644144, FAX +44 (0) 1323 649720 E-MAIL head@moirahouse.co.uk
PART H - Official use only

NAME OF NEW EMPLOYEE:

<table>
<thead>
<tr>
<th>Date Interview Held</th>
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<tr>
<td>Agreed Starting Date</td>
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<tr>
<td>Name</td>
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<td>Job Title</td>
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<tr>
<td>Contract Type</td>
<td>Hourly/Temporary/Term Time/Full Time</td>
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Days of Work | Hours From/To | Unpaid meal breaks
---|---|---
Monday |  |  |
Tuesday |  |  |
Wednesday |  |  |
Thursday |  |  |
Friday |  |  |
Saturday |  |  |
Sunday |  |  |
Total in week |  |  |
Total Paid hours |  |  |

HOD | HUMAN RESOURCES | SALARIES