

MAIN PURPOSE OF JOB:

To assist and support the class teachers in every aspect of the day to day running of the school.

MAIN DUTIES:

Planning and Expectations

- Working within school's policies and procedures to:
- Contribute to discussions, with teachers and the Learning Support Coordinator, on the development of work programmes, work activities and support programmes for pupils
- To work with the HLTA to run small group and individual intervention programmes
- Contribute to the preparation of teaching resources and materials
- Provide feedback to pupils and the teacher
- Attend and participate in relevant meetings as required

Teaching and Learning Activities

- Prepare classroom / resources as directed for lessons and clear away afterwards
- Assist in the display of pupils' work
- Communicate effectively and sensitively with pupils to support their learning
- Promote and support the inclusion of all pupils in the learning activities in which they are involved
- To promote good behaviour amongst pupils
- Manage safely the teaching space and resources within the school
- Work with individuals or small groups under the supervision of the teacher which may be carried out in the classroom or outside the main teaching area
- Playtime supervision of children either outside or indoors

Professional Values and Practice

- Have high expectations of all pupils and assist the promotion/reinforcement of self esteem
- Respect social, cultural, linguistic, religious and ethnic backgrounds
- Build and maintain successful relationships with pupils, treating them consistently, with respect and consideration and be concerned for their development as learners
- Demonstrate and promote the same positive values, attitudes and behaviour that are expected from pupils
- Work collaboratively with colleagues to meet the needs of all pupils

General

- Any other duties which fall within the purpose of the post, and which may be allocated by the Teacher. This may include:
 - Undertake outdoor duties before school and during break times as instructed by the Head of Junior Boys
 - Attending school trips and visits which may include supporting residential visits
 - To support marketing events such as Open Morning and Taster Events which will be on Saturdays
 - Photocopying and filing
 - Producing classroom displays
 - Stock taking
- Any other duties as directed by the teacher that are commensurate with the level of the role
- Comply with and promote the Foundation's Health and Safety Policies and Procedures and maintain a safe environment for pupils, staff and visitors ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.
- To be familiar with relevant policies and procedures and to take responsibility for promoting and safeguarding the welfare of the children and young people in School.

PERSON SPECIFICATION

TEACHING ASSISTANT – LEVEL 1 (FIXED TERM)

PRIMARY DIVISION – BOYS' JUNIOR SCHOOL

EDUCATION/TRAINING/QUALIFICATIONS	ESSENTIAL/ DESIRABLE	EVIDENCE Application Form, Interview, Reference
GCSE Mathematics and English at grade A-C, or equivalent qualification	Essential	Application Form
Good standard of written and verbal English	Essential	Application Form
CACHE Level 1 Certificate for Teaching Assistants or equivalent qualification in Childcare and Education (e.g. NVQ Level 1, BTEC certificate)	Essential	Application Form
First Aid at Work Certificate	Desirable	Application Form
KNOWLEDGE/EXPERIENCE/SKILLS	ESSENTIAL/ DESIRABLE	EVIDENCE
Experience of providing childcare for children aged between 4 and 7 to a high professional standard	Essential	Application Form, Interview & References
Proven skills in childcare	Essential	Application Form, Interview & References
Computer Literate	Essential	Application Form & Interview
The ability to plan and organise relevant activities	Essential	Application Form & Interview
Experience of communicating effectively with staff and parents	Essential	Interview
An understanding of the requirements of inspection	Desirable	Interview

PERSONAL COMPETENCIES, QUALITIES, ATTITUDE AND BEHAVIOURS	ESSENTIAL/ DESIRABLE	EVIDENCE
Competent and resourceful, able to use own initiative	Essential	Interview & References
Caring, kind and approachable	Essential	Interview & References
Excellent team worker	Essential	Application Form, Interview & References
Conscientious and hardworking	Essential	References
Able to work calmly when under pressure	Essential	Interview & References
Innovative and creative	Desirable	Application Form
Able to adapt to new situations	Desirable	Application Form & References
A flexible approach to work	Desirable	Application Form, Interview & References
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	Essential	Interview & References



TERMS AND CONDITIONS

TEACHING ASSISTANT – LEVEL 1 (FIXED TERM)

PRIMARY DIVISION – BOYS’ JUNIOR SCHOOL

SALARY

The salary will be based on point 03 which is £25,568 per annum on the Bolton School Support Staff Salary Scale, pro-rata this will be £13,322.20 per annum.

HOURS OF WORK

25 hours per week, between Monday and Friday during term time only. The normal hours of attendance will be 8.15am until 1.15pm.

Term time is classed as when school is in session and on additional days during the academic year; leading to a total of 175 days. The additional days will be determined by the Head/Line Manager and may include INSET days, the day of the entrance examination and school holiday periods, to meet the needs of the Division or Department. The salary for a term time only member of staff is therefore based on 175 working days per academic year.

On occasions, you may be required to attend work on days other than these for example; open morning.

HOLIDAY

All School holidays except as described above.

LINE MANAGEMENT

Head of Boys’ Junior School

PENSION

The Governors of Bolton School will offer new employees the opportunity to join the Bolton School Group Personal Pension Scheme. The employee will be given the option to choose their contribution but as a minimum all members will be required to contribute 6% of their gross earnings and the School will contribute 10%. There is the option to join the Group Personal Pension Scheme on a salary exchange basis.

If you choose not to join the Group Personal Pension scheme and you fall into the category of “eligible worker” you will be automatically enrolled into the School’s alternative pension scheme, arranged via the Peoples Pension. The minimum employee contribution is 5% of “qualifying earnings” and the School will contribute 5%. Further details are available upon appointment.

OTHER BENEFITS

- Lunches will be provided free of charge on campus.
- Free parking on site and an easily accessible campus with strong transport links (including being on a direct bus route).
- Life Assurance cover up until the age of 65.
- Access to a free Employee Assistance Programme.
- Training and development opportunities will be offered.

- Where appropriate fee remission arrangements will be offered for children to attend the Primary and Senior School.
- In line with school policy employees will have the opportunity to arrange to educate their children from Nursery age to 6th form; all on the Bolton School campus.
- Convenient, affordable, quality childcare provision will be available before and after the school day for children who are also Bolton School pupils.
- Sporting and leisure facilities will be available including gym, outdoor pursuits centre, swimming pool and tennis courts.
- Ride to Work Scheme available.
- Electric Car Scheme available.
- Warm and friendly community.

An online search will be carried out on candidates who are shortlisted for interview. The search will be completed by a member of staff who is not directly involved in the recruitment process and will be based on information publicly available. The purpose of the check is to help identify any incidents or issues that have happened, and are publicly available online. Any information found that could potentially impact safeguarding or reputation will be passed to the hiring manager who will discuss any concerns with the candidate at interview before a decision is made regarding suitability.

All offers of employment will be made subject to the successful applicant providing the original qualification certificates, relevant to the position and as outlined in their application form. Identification documents will also be required including passport or picture driving licence, birth certificate, marriage certificate where applicable, current pay slip and evidence of address e.g. utilities bill, bank statement. Eligibility to work in the UK will be checked.

After the appointment is made the successful candidate will be required to complete a medical questionnaire, a check of the Children's Barred List will be done and an Enhanced Criminal Records Check will be carried out through the Disclosure and Barring Service. The School will seek two references prior to the interview.

The successful applicant will be required to complete a six month probationary period.