



Teaching Assistant

(to commence as soon as possible)

Salary: £18,870-£19,819 FTE

£14,792-£15,542 Actual Salary

Sherfield School is looking for an energetic, enthusiastic and suitably qualified Teaching Assistant who shares our ethos of putting children at the heart of all we do.

The Teaching Assistant will be a key support to the teacher, working with either small groups of children or with individuals. The Teaching Assistant will assist in planning activities and in fostering an environment which encourages the development of each child.

We are looking for someone who:

- Has a calm manner and is able to work flexibly and use their initiative;
- Is able to facilitate play and interaction with other children;
- Can enthuse and inspire children to learn;
- Is able to establish and sustain supportive and nurturing relationships;
- Has knowledge of the key aspects of the role of a TA and has the skills to take children on in their learning;
- Has undertaken or is willing to undertake training to support children with ASD; Demonstrates excellent behaviour management skills whilst remaining patient and positive;
- Has excellent communication skills and is able to establish and maintain good relationships and rapport with colleagues, parents and other professionals; Is able to maintain confidentiality and follow safeguarding procedures.

Applicants must have:

- Previous experience of working in a school, at least at a voluntary level;
- Level 2 or equivalent in Supporting Teaching and Learning in Schools or already be working towards this;
- English and maths to GCSE level C or above or equivalent.

In return we can offer the right candidate:

- A friendly, welcoming and inclusive school ethos;
- Children who want to achieve and give their best;
- A supportive team who believe in each and every child;
- Professional development opportunities.

The role is for 5 days per week, term time only, working 29.5 hours per week. The weekly working pattern (which will be reviewed each academic year) will be:

Monday, Tuesday & Thursday:	8.25am-12.40pm
Wednesday:	8.20am-4.30pm
Friday:	8.25am-6.00pm



Full details of the post and an application form may be obtained from the Sherfield School website, <http://www.sherfieldschool.co.uk/current-vacancies.aspx>

To apply, please send your covering letter and Sherfield application form to Sally Holmes, Sherfield School, emailing: s.holmes@sherfieldschool.co.uk

Closing date for applications: midday, Friday 5 October 2018

Interviews will be held shortly afterwards.

GEMS Sherfield School is committed to safeguarding and promoting the welfare of children and young people and have a range of policies and procedures in place which promote safeguarding and safer working practice across the school. We expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to enhanced Disclosure and Barring Service checks along with other relevant pre-employment checks, including checks with past employers.



Job Profile: Teaching Assistant

JOB TITLE:	Teaching Assistant	SCHOOL/ DEPARTMENT:	Sherfield School / Pre-Prep
REPORTS TO:	Head of Prep	LOCATION:	Sherfield on Loddon, Hampshire

Hours: Working 29.5 hours per week, Monday to Friday

Terms: Permanent term time role

Salary range: NJC Pay Range* 18-20 (depending on experience and qualifications). Salary will be pro-rata'd based on hours for part time/term time working.

** The NJC for Local Government Services does not have statutory force within Sherfield School, although the School intends to broadly mirror its terms.*

Benefits: Meals are provided free of charge when on duty and when the school's kitchen is open during school holiday periods;
Contributory Pension Scheme;
In-house training;
Discounted school fees for children attending Sherfield School (pro-rata'd if part-time).

PURPOSE OF THE JOB:

To support the teachers with day to day organisation, duties, display, planning, teaching and learning (including supporting pupils who require enrichment).

This job description should be seen as indicative of the type of responsibilities included within the role and not as a comprehensive list.

1. ORGANISATION CONTEXT:

Headteacher
Head of Prep & Pre-Prep

2. PRINCIPAL ACCOUNTABILITIES:

- To support the education and welfare of the children, in accordance with the requirements of the School in line with School policies and EYFS curriculum;
- To share the corporate responsibility for the well-being and discipline of pupils, following procedures as detailed in the school's Child Protection, Behaviour Management and Health and Safety Policies;

- To work as a valued member of the school team promoting a positive environment and demonstrating reliability, initiative and creativity;
- To foster an environment in which the children are encouraged in their all-round development and where high standards of education are provided;
- To assist in the planning of activities suitable for the age range of the children;
- To take responsibility for individuals and groups being clear about the learning objectives and assessments required;
- To organise resources ensuring that they are clean, correctly stored with labels and well maintained;
- To work with colleagues in order to ensure that the unit is clean, tidy and ready for use at the start of each session, particularly ensuring that the kitchen and food hygiene meets legal requirements;
- To supervise children during break times;
- To share responsibility for producing high quality displays and a stimulating and attractive environment;
- To shop for items as required;
- To undertake the care of sick or unhappy children;
- To supervise children awaiting collection if required;
- To advise the line manager of any matter requiring attention;
- To build a positive relationship with parents/carers;
- To attend briefings, staff meetings/parental consultations/school events as required;
- To promote the good work of the school in the wider community;
- To participate in professional development and performance review procedures, including attending inset days and training on child protection and health & safety;
- To support any reasonable request by the line manager and leadership team.

3. SKILLS AND ATTRIBUTES:

- a clear understanding of and commitment to the high level of quality assurance which drives every aspect of GEMS and the school;
- good oral, written and ICT communication skills;
- excellent organisational skills with the ability to prioritise, plan, adapt and meet deadlines;
- excellent inter-personal skills including a willingness to accept positive criticism; the ability to listen to and empathise with others; sensitivity and discretion;
- high standard of personal dress;
- high levels of commitment, motivation, energy and enthusiasm;
- good health and attendance record;
- the ability to think creatively and to solve problems;
- an awareness of when to seek advice and support.
- Dress and behaviour to be appropriate at all times whilst at Sherfield School.