

Job Description

- 1) **Job Title:** Junior Department Teaching Assistant
- 2) **Responsible to:** Head of Juniors
- 3) **Job Summary:** To work with and support members of the teaching staff in ensuring that pupils receive the highest possible standards of care and education, becoming safe, secure and successful.
To carry out the professional duties of a TA as circumstances may require and in accordance with the school's policies under the direction of the Headmaster.

Key Responsibilities:

In class and individual/small group support

- To work with and support pupils with specific needs on a 1:1 or small group basis to help their learning and social development
- To work in classrooms under the guidance of any of the four Junior teachers, and assist with helping the children in that class to:
 - understand the task set
 - stay focussed
 - work and play independently.

Administration

- Under the guidance of any of the four Junior teachers, carry out administrative work such as maintaining a welcoming and stimulating learning environment or preparing materials for classes.

Duties and Extra-Curricular

- Carry out departmental duties during working hours, including break supervision, Beach School and meal supervision.

Curriculum Development

- Understand the relevant national curriculum
- Sometimes take the initiative and deputise for the teacher in the classroom during very short periods of absence
- Attend pre-term staff INSET
- Attend appropriate courses and training to further professional development.

Safeguarding

- The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy Statement at all times.

- If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Designated Safeguarding Lead or, if he/she is the School's DSL, to the Headmaster and relevant agencies.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Person Specification:

The successful applicant should:

- Be suitably qualified and/or experienced to assist across the curriculum as noted in the job description
- Be committed to the values of St Andrew's Prep and independent education and play a full part in the life of the school
- Understand and espouse child protection practice and be committed to safeguarding and promoting the welfare of children
- Understand the particular needs and concerns of this age group, their parents and those who teach at this level
- Promote fairness and equality of opportunity amongst the children and believe passionately that all children should be valued equally
- Have a good sense of humour
- Be a good listener with children and adults, open and approachable
- Be flexible whilst adhering steadfastly to important principles
- Possess determination, enthusiasm and stamina
- Present high standards of appearance at all times in keeping with the profession
- Communicate confidently with parents
- Be positive and motivated.
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Terms and Conditions

Salary: £11,917 per annum based on an hourly rate of £8.79

Hours of Work: Working hours will be Monday to Friday between the hours of 8:00am and 4.15pm (36 hrs/wk), term time only. Start September 2019.

Outside these hours, your attendance may be required at staff meetings, training days, parents' evenings, and fixtures.

Pension: After three months' service you may be automatically enrolled into the Eastbourne College WorkSave Pension Scheme (details are available from the HR Department), depending on your level of earnings, however you may also choose to opt in to the pension scheme. The College will contribute 5% of your gross salary and you will be expected to contribute 3%. You may choose to opt out of the pension scheme.

Holiday: 28 days' pro rata paid annual leave to be taken during School holidays. Pay for this is included in the salary.

Other Benefits: Life Insurance after 2 years' employment
 Free lunch during normal working hours
 Annual pay review

Safeguarding Statement and Equal Opportunities Statement

St Andrew's Prep is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The appointment is subject to enhanced DBS check and positive references.

St Andrew's Prep is an equal opportunities employer.

Application Process

Candidates should complete all sections of the application form and return it to the HR Department, Marlborough House, Old Wish Road, Eastbourne, East Sussex BN21 4JY. Electronic applications should be sent to hr@eastbourne-college.co.uk

Closing date: 24 June 2019

Applications will not be accepted without a fully completed application form including a complete career history. Candidates will be required to provide the names and contact details of two referees, one of whom should be a current employer but not a family member or current employee of Eastbourne College Charity. Candidates should make it clear if they would prefer their referees not to be contacted before the interview stage.

Further information is available from Human Resources by email on hr@eastbourne-college.co.uk or phone 01323 452239.